

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

### ADMINISTRATION COMMITTEE

Tom Lund, Chair  
Jack Krueger, Vice Chair  
Patty Hoeft, Tony Theisen, Andy Williams

### ADMINISTRATION COMMITTEE

Thursday, March 25, 2010

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

- I. Call to Order.
  - II. Approve/Modify Agenda.
  - III. Approve/Modify Minutes of February 25, 2010.
1. Review of Minutes
    - a. Facility Master Plan Subcommittee (January 26, 2010).
    - b. Facility Master Plan Subcommittee (February 8, 2010).
    - c. Housing Authority (February 15, 2010).

### Communications

2. Communication from Supervisor Nicholson re: Review the funding of the Housing Authority. (Held from February Meeting.)
3. Communication from Supervisor Lund re: To refer to Administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club. (Held from February Meeting.)
4. Communication from Supervisor Knier re: Adopt a resolution requiring a salary study for each position and candidate filled by appointment. (Held from February Meeting.)
5. Communication from Supervisor Knier re: Require Human Resources to provide cost of living adjustments based on location when providing comparable salary numbers. (Held from February Meeting.)

### General Fund Transfer

6. District Attorney - Budget Adjustment Request (#09-152): Interdepartmental reallocation or adjustment including reallocation from the County's General Fund.

### Facility & Park Management

7. Budget Status Financial Report for December 31, 2009.
8. Initial Resolutions Authorizing the Issuance of Not to Exceed \$21,265,000 Corporate Purpose General Obligation Bonds of Brown County, WI in one or more series at one or more times.
  - a. Facilities Department – Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$643,200.
9. Director's Report

**Dept. of Administration**

- 10. Budget Status Report for December 31, 2009.
- 11. 2010 Budget Adjustment Log.
- 12. Director's Report.

**Information Services**

- 13. Director's Report.

**Human Resources**

- 14. Budget Status Financial Report for December, 2009.
- 15. Human Resources Activity Report for February 2010.
- 16. Director's Report.

**Child Support**

- 17. Budget Adjustment Request (#10-27): Increase in expenses with offsetting increase in revenue.
- 18. Budget Status Financial Report for December, 2009.
- 19. **County Clerk** - Budget Status Financial Report for December, 2009.

**Corporation Counsel** No agenda items.

**Treasurer** No agenda items.

**Other**

- 20. Audit of Bills.
- 21. Such other Matters as Authorized by Law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda  
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## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, February 25, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Patty Hoeft, Jack Kruger, Tom Lund, Tony Theisen, Andy Williams  
**Also Present:** Tom Hinz, Jayme Sellen, Darlene Marcelle, Debbie Klarkowski, John Luetscher, Bob Heimann, Bill Dowell, Lynn VandenLangenberg, Jackie Scharping, Other Interested Parties

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I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. **MOTION APPROVED UNANIMOUSLY**

III. **Approve/Modify Minutes of January 28, 2010:**

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve. **MOTION APPROVED UNANIMOUSLY**

1. **Review of Minutes:**

a. **Housing Authority (January 11, 2010):**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

**Communication:**

2. **Communication from Supervisor Lund re: To refer to Administration that any employee who would voluntarily submit a yearly health assessment and maintain a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club. (Held for one month):**

Chairman Lund requested this item be held for one month for additional information.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to hold for one month. **MOTION APPROVED UNANIMOUSLY**

**#'s 3 & 4 taken together**

3. **Communication from Supervisor Knier re: Adopt a resolution requiring a salary study for each position and candidate filled by appointment. (Held for one month):**

4. **Communication from Supervisor Knier re: Require Human Resources to provide cost of living adjustments based on location when providing comparable salary numbers. (Held for one month):**

As Supervisor Knier was unable to attend this meeting, a recommendation was made to hold #'s 3 & 4 for one month.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to hold for one month. MOTION APPROVED UNANIMOUSLY**

5. **Communication from Supervisor Nicholson re: Review the funding of the Housing Authority. (Referred from February County Board):**

A request was made to hold this item for one month so that Rob Strong could be in attendance.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to hold for one month for Rob Strong's attendance.  
MOTION APPROVED UNANIMOUSLY**

**Carryovers:**

6. **2009-2010 Carryover-Admin:**

Lynn VandenLangenberg explained this report identifies projects that were not completed during the budget year. As requirements have been met, she recommended approval.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY**

**Resolutions:**

7. **Resolution to designate Brown County, Wisconsin as a Recovery Zone for purposes of the American Recovery and Reinvestment Tax Act of 2009:**

Jayme Sellen explained that Brown County has been given authority to issue Recovery Zone Economic Development Bonds and Recovery Zone Facility Bonds as they meet the criteria which includes having significant poverty, unemployment, rate of home foreclosures, or general distress.

*(Supervisor Hoeft arrived 5:40 p.m.)*

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

**Child Support:**

8. **Discussions re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte):**

This item, after initially brought forward by Supervisor Dan Haefs at the Planning, Development, and Transportation Committee, was discussed by the County Board. Haefs asked that all standing committees consider a requirement that every department present a 2011 budget with a zero levy dollar increase. Haefs

stated that he would not support any budget measures that increase the levy when the budget is considered in November. County Executive Tom Hinz stated it is premature to expect a zero levy increase as there are so many unknowns such as state shared revenues, utilities, and contracts. Supervisor Krueger also pointed out that because of the coming election, action on this item is not recommended as this County Board cannot bind the next.

**Motion made by Supervisor Williams and seconded by Supervisor Krueger to suspend the rules and take items 8, 12, 13, 14, 19, 20, & 29 together.**  
**MOTION APPROVED UNANIMOUSLY**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file items 8, 12, 13, 14, 19, 20, & 29.**  
**MOTION APPROVED UNANIMOUSLY**

9. **Budget Adjustment Request (#10-19): Increase in expenses with offsetting increase in revenue:**

Jackie Scharping explained that under the terms of the American Recovery & Reinvestment Act (ARRA), child support agencies are eligible to receive additional funding as incentive matching for functions pre-approved by the State. Three plans were approved to fund: 1) Reimbursement for attending the National Child Support Enforcement Association Policy and Training Forum; 2) Replacement of seven printers, plus two new printers; and 3) the purchase of a PC touch screen and printer for a self-help kiosk in reception area.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY**

10. **Budget Adjustment Request (#10-22): Increase in expenses with offsetting increase in revenue:**

Similar to above, ARRA, child support agencies are eligible to receive additional funding for functions pre-approved by the State. The plan is to purchase a new copier at a cost of \$5,866.

**Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY**

11. **Budget Status Financial Report for November, 2009:**

Ms Scharping reported that savings have been realized in most expenditure categories, noting that child support funding is based on a federal fiscal year beginning October 1<sup>st</sup>.

**Motion made by Supervisor Williams and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**County Clerk:**

12. **Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte):**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file per #8. MOTION APPROVED UNANIMOUSLY**

**Treasurer:**

13. **Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte):**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file per #8. MOTION APPROVED UNANIMOUSLY**

**Human Resources:**

14. **Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte):**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file per #8. MOTION APPROVED UNANIMOUSLY**

15. **Extension of M3 Insurance Solution Contracts:**

Debbie Klarkowski explained that M3 Insurance Solution is the consultant who has been used for the County benefit program for the last 7 to 8 years. She has been very satisfied with their services. Their contract will terminate the end of March and she requested approval of a new contract through 2013.

Supervisor Krueger suggested that an RFP be drafted to assure this company is the best one for the county and that M3 be used on a month to month basis until that process is completed.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to ask Human Resources to draft an RFP related to benefit program consulting services now being performed by M3 Insurance Solution and that M3 continue services on a month to month basis until the new Board is appointed and can make a decision on the RFP.**

**MOTION APPROVED UNANIMOUSLY**

16. **RFP for Brown County Medical, Dental, and Pharmacy Benefit Services:**

Debbie Klarkowski stated this RFP relates to not only medical, dental, and pharmacy benefits, but also COBRA administration, health reimbursement, etc. The intent of the RFP is for Brown County to develop a three year agreement with a carrier/third party administrator that possesses a proven track record of providing customer and account management services, claims administration, and information related to a claims adjudication system. Implementation will begin January 1, 2011 for a three year period.

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY**

17. **Human Resources Activity Report for January 2010:**

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

18. **Director's Report:**

No further report was given by Director D. Klarkowski.

**Motion made by Supervisor Williams and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Corporation Counsel:**

19. **Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte):**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file per #8. MOTION APPROVED UNANIMOUSLY**

**#'s 19a & 19b taken together**

19a. **Budget Adjustment Request (#09-161): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund):**

19b. **Budget Adjustment Request (#09-23): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund):**

Corporation Counsel, John Luetscher, explained the two budget adjustment requests above relate to reallocation from the County's General Fund for reimbursement of guardian ad litem fees in Family Court cases. Because it has become a burden for the Child Support Office and Corporation Counsel's office to collect tax intercepts, the Clerk of Courts office has been approached and has agreed to perform this task. The appropriate forms will be forwarded to the County Board.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve 19a & 19b. MOTION APPROVED UNANIMOUSLY**

**Information Services:**

20. **Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte):**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file per #8. MOTION APPROVED UNANIMOUSLY**

21. **Budget Adjustment Request (#10-15): Increase in expenses with offsetting increase in revenue:**

IS Director, Bob Heimann, explained that this request relates to capital projects which were not completed in 2009 as intended and as a result a budget was not established for 2010. The remaining available bond funds from each of the project funds will be reallocated as follows: Fiber (\$15,050), VoIP Bond

(\$20,146), Video Sound Recorder (\$116,694), and Disaster Recovery Bond (\$338,420).

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

**22. Director's Report:**

Mr. Heimann highlighted activities from his Director's Report included in packet material which included information related to current technology initiatives, Help Desk tickets and service level requests, staffing, security projects, along with a concern with the level of e-mail activity. He explained that the IS Department plans to work with an outside consulting resource to develop a security tool which will encrypt e-mail. This project was not completed in 2009 with the loss of the System Administrator and will be carried forward to the 2010 budget.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Dept of Administration:**

**23. Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte):**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file per #8. MOTION APPROVED UNANIMOUSLY**

**24. Certificate of Achievement for Excellence in Financial Reporting:**

Lynn VandenLangenberg reported that the Brown County Department of Administration has for the 18<sup>th</sup> year received the "Award of Financial Reporting Achievement" from the Government Finance Officers Association of the United States and Canada.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**25. 2009 & 2010 Budget Adjustment Log:**

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

**26. Grant Application Approval Log:**

**Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY**

**27. ABRA Funds Report:**

Ms. VandenLangenberg referred to the report in packet material, explaining that it covers stimulus funding either applied for or awarded to the County since January 1, 2009. The report does not include shared revenue, child support revenue, or highway project revenue, all of which were supplanted with ABRA funds.



**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**28. Director's Report:**

Ms. VandenLangenberg reported the following:

- Recruitment for the Finance Manager position that focuses on Human Services will close on 2/26/10.
- Kurt Hogarty has resigned as Purchasing Manager
- Research for Director of Administration ongoing
- Staff is working on 2009 fiscal year statements, pointing out that the new financial system has been very beneficial.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Facility & Park Management:**

**29. Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte):**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file per #8. MOTION APPROVED UNANIMOUSLY**

**30. Budget Adjustment Request (#10-10): Increase in expenses with offsetting increase in revenue:**

Bill Dowell explained that in 2009, Brown County received a \$50,000 grant from the Wisconsin Office of Energy Independence (OEI). As energy audits were not completed in the 2009 grant, a three month extension was received from OEI to complete that work.

**Motion made by Supervisor Williams and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**31. Budget Adjustment Request (#10-21): Increase in expenses with offsetting increase in revenue:**

Facilities Manager, Bill Dowell, explained that during the 2010 budget process, it was decided that the old Mental Health Center (MHC) building would not be heated nor lighted after the move to the new Community Treatment Center (CTC). Since that time it has been recommended that it be heated and lighted for tours of potential buyers or users until a final decision is made on the disposition of the facility. This budget adjustment will cover six months of building maintenance expense and utilities required to keep the building operational. Funds will be available by delaying the hiring of open positions.

Concerns with the cost were discussed by the committee, however, Mr. Dowell supported continuing with the utilities because of continued public interest in the building.

**Motion made by Supervisor Theisen and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**31a. Update on Privatization of Laundry Services for the Jail and Community Treatment Center:**

Chairman Lund stated that he received a call expressing concern with the CTC performing laundry services, specifically folding, through AirMark rather than Jail inmates and whether the same level of service would be received. Mr. Dowell informed the committee that the service level would remain the same and a cost savings predicted.

Supervisor Krueger pointed out that this idea displaces a public employee with a contract service, although, Debbie Klarkowski explained the position that is displaced is an administrative position with a 30 day notice for layoff required. Krueger suggested an RFP be considered and Mr. Dowell indicated that has already been done through the Public Safety Committee and approved by the County Board with the new contract due to start March 1<sup>st</sup> for a 2 year period and a one year extension.

Supervisor Theisen pointed out that as this item is on the agenda for an update only, the committee does not have authority to act at this time. Chairman Lund asked for continued updates on the service.

**32. Director's Report:**

Facilities Manager, Bill Dowell, distributed a handout of the energy audit project and the recommendations which have been made for the Library system (attached).

A list of major projects anticipated to be completed in 2010 was distributed and is attached. Supervisor Lund suggested that consideration be given to using colored cement, used in roundabouts, instead of actual brick for Arena walkways.

Also discussed was the plan to purchase a hybrid vehicle, with Supervisor Theisen questioning the actual savings over a high energy vehicle.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Other:**

**33. Audit of Bills:**

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve audit of bills. MOTION APPROVED UNANIMOUSLY**

**34. Such Other Matters as Authorized by Law: None**

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to adjourn at 6:50 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel,  
Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN  
SUBCOMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Tuesday, January 26, 2010, at 5:30 p.m. in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair-Adam Warpinski, Carole Andrews, Mike Fleck, Jack Krueger  
**Excused:** Pat Wetzel  
**Also Present:** Bill Dowell, Peter Schleinz,

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1. CALL TO ORDER:

The meeting was called to order by Chair Adam Warpinski at 5:35 p.m.

2. APPROVE/MODIFY AGENDA:

**A MOTION WAS MADE BY SUPERVISOR ANDREWS AND SECONDED BY SUPERVISOR FLECK TO TAKE ITEM #5 AFTER ITEM #3. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR ANDREWS TO APPROVE THE AGENDA AS AMENDED. Vote taken. MOTION CARRIED UNANIMOUSLY.**

3. APPROVE/MODIFY MINUTES OF NOVEMBER 12, 2009:

**A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR ANDREWS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

*Although shown in proper format, Item #5 was taken at this time.*

4. REVIEW OF 25 X 25 ENERGY PLAN:

Facilities Director, Bill Dowell, put together a presentation re: Brown County Sustainability Plan, January 2010 and presented it for the committee (see attached presentation).

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR ANDREWS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

5. REVIEW OF OPTIONS FOR OLD MHC FACILITY:

County Executive Tom Hinz came forward and stated with regards to the actual building, the former mental health center (MHC), it is roughly 141,000sq.ft. and has two wings. One wing was built in the 1930's and is 58,000sq.ft. The second wing was built in the 1960's and is roughly 83,000sq.ft. There is a little over 8 acres of property attached to the facility. Hinz further reported that the HVAC is bad and they are afraid that if they drain the water out of the pipes, they may never get it running again. The building contains asbestos. Asbestos is a mineral fiber that had been used commonly in that era in a variety of building construction materials for insulation and as a fire-retardant. When asbestos containing materials are damaged or disturbed by repair, remodeling or demolition activities, microscopic fibers become airborne and can be inhaled into the lungs, where they can cause significant health problems. Dowell explained that five years ago it was estimated to cost roughly \$200,000 just to take care of the asbestos problem.

Hinz explained that we live in a society where everyone wants to sue so in an effort to keep the county from being at fault for any liabilities, the county has a contract with a security company for

around \$15,000-\$16,000 a year for security checks to be done several times a day at the property.

The cost for utilities to keep the building functioning at a comfortable level runs the county about \$100,000 a year. When looking at the cost per acre for the 8-10 acres, if the building was demolished and the acreage sold, it could be sold at roughly \$25,000 per acre. If the county demolished the building and sold the land the county would still be at a negative of \$800,000.

Hinz noted that there is also a small unmarked graveyard located on the back of the property and for the respect of the people buried there, down the line, he would like to identify the old cemetery and add markers to honor the deceased.

With regards to possible uses of the building Hinz noted:

- ❖ UWGB – Hinz stated that UW Green Bay had been an environmental college; he felt they lost their mission over the years. In the 1970's environmental issues didn't play a lot in peoples interests but now it is coming back and the college is going back to its original mission statement. Hinz reported that he had met with the Chancellor on November 30<sup>th</sup> and toured the former MHC facility. The Chancellor seemed very interested and had even placed a call down to Madison to see if there was any potential for funding down the line. The Chancellor received a call on December 10<sup>th</sup> from Dan Spielmann, Director, Government & Community Relations, and was told that there was no funding from the UW system for that facility at this time. A thought was to give the facility away to UWGB for \$1. In doing so, the county would technically save money in doing this. The cost estimate to tear down the building would cost the county roughly \$1.1 million dollars. The facility was built so well that the foundation walls go down about eight feet. All that would have to be removed to make sure the property was suitable for development.
- ❖ Veteran's clinic component adjoining the clinic. On December 29<sup>th</sup> Hinz and Prevea Health President and CEO Dr. Ashok Rai, along with Economic Development Developer for the City of Green Bay, Derek Lord, toured the former MHC. Dr. Rai did a lot of his residency at the VA Clinic down in Milwaukee. He's familiar with the VA needs and had several ideas such as short term, long term care/rehab for veterans. Dr. Rai volunteered to contact Representative Kagen to come tour the facility. Hinz noted that the facility is still housing a lot of equipment such as old hospital beds, lockers, etc. Dr. Rai suggested contacting Mission Outreach, a not-for-profit organization focused on the recovery and responsible redistribution of healthcare equipment and supplies to developing countries. They collect, refurbish, test and redistribute millions of dollars in surplus equipment and supplies each year. At this time, Hinz noted that he felt the best opportunity for the property would be to attach it to the Veterans clinic property.
- ❖ There had been discussions re: a change in location for the UW-Extension building or a new location for the Sheriff's Department. There were concerns regarding the cost for a new HVAC system and it being a poor design for a Sheriff's department. Hinz noted that it would be cheaper to design a new building vs. refurbishing the former MHC. Moving the Health Department was brought forward as an option. In moving the Health Department they would only need a portion of the building leaving over 100,000sq.ft. of empty building. A negative would also be factoring in the replacement of the HVAC.
- ❖ Hinz stated that they were currently in the process of going through the County Board to put out a notice of offering for any potential developers with the idea of having developers go

through the site and come up with ideas that had not already been thought of. When Jeff Mirkes, Executive Director of Downtown Green Bay, Inc., toured the facility, he made a comment that the building does not deserve to get torn down. It's a beautiful building esthetically with floors in perfect condition that will last a thousand years. Hinz agreed.

- ❖ On December 26<sup>th</sup>, Hinz spoke with Green Bay Press Gazette's Tony Walter who wrote an article "Brown County Seeks Input on Fate of Former Mental Health Center." Hinz had since received three emails from people with suggestions and idea. One email was with regards to converting the property to low income apartments, the second, to convert to short term stay hotel for veterans and their families, and the third was to convert the facility to a homeless shelter. Hinz stated that he had spoken with Disabled American Veterans Treasurer and Past National Commander, Dick Marbes. Mr. Marbes arranged for representatives from the Veterans Affairs to come to Green Bay to meet with Bill Dowell to tour the facility. Their agenda was to look at the old MHC for a possible homeless shelter for veterans.
- ❖ Hinz reported that he had received a call inquiring about using the facility for sex offenders and his reply was "no way." He stated he was hesitant to bring this information forward but felt that it would put any rumors to rest.

Supervisor Krueger stated that over the years this committee had done a lot of study on potential uses and he was sure that the county had records. He noted that he had a copy of all of them as well. He felt there are viable alternatives that need to be discussed and previous information that needed to be revisited. Hinz stated that he fully agreed. Krueger stated that there had been a lot of talk over the years and they needed to come to some sort of conclusion of what kind of direction they are going to go. He stated that some may not like the idea of moving the health department but then there are people that might not like paying rent either and would like to move the department to a facility the county owns. Tons of dollars are being paid to Arms Security to store old records; the former MHC building may be suitable to store those records. He explained that they have to put that all into the big picture; some options may solve other issues. Krueger noted that there had been discussions about moving UW-Extension and at one point they were very objectionable to it but when they looked at it they decided it would work because of the related properties and they could have their gardens, etc there. He stated that the committee had been aware that KI would love to have the facility where the Extension office is; they have wanted to put a training center there for many years. Krueger noted that he had spoken with someone as recent as nine months ago and they had still expressed interest. He felt there were too many variables that needed to be discussed before going to the County Board. Without having all the information he didn't feel it would be right. Krueger's biggest concern right now is the information regarding possibly gang problems nearby the facility. He stated that he had been unaware of broken windows that had been reported previously. He suggested that in the next week the committee do a walkthrough of the building. There were a lot of things out there that he had questions about and had felt the rest of the committee would benefit from the tour. He stated there were a lot of things out there, even a fully equipped kitchen. For the parameters of what this committee does there had to be direction of where they are going to solve their problems long range. Krueger suggested looking into a monitoring system for the building as well.

Supervisor Fleck stated that a few years back discussion regarding moving the health department to the Sophie Beaumont building and moving the staff from Sophie to the former MHC building. Hinz stated that they would have to factor in the arrival of Family Care. Six Human Services employees from Sophie Beaumont would work directly with Family Care one way or another.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR ANDREWS TO SUSPEND THE RULES TO ALLOW INTERESTED PARTIES SPEAK. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Darlene Charneski - 3101 Bay View Drive**

Ms Charneski brought up the gravesite and questioned if the county had records of the indigent. Planning Director, Chuck Lamine, replied that the area was right behind the MHC and stated they had some records. He explained that he had been working with the State Historical Society along with the staff at the Brown County Library on retrieving additional records/information. Lamine had thought that some of the sites were from the old sanatorium.

**Dotty Juengst – 846 Cornelius Drive**

Ms Juengst questioned if there were plans to move the Huber Jail to that location, Hinz responded that there had been a brief discussion but it would be costs prohibitive for the amount of staff that would be needed for that type of facility.

**Judy Laskowski – 2825 Mt. Mary Drive**

Ms. Laskowski questioned if there was security present 24 hours a day, Hinz responded that the facility is being checked three to four times a day in intervals. Laskowski stated that she recently noticed broken windows.

**Patrick Kloster – 2836 Mt. Carol Drive**

Schmidt Park President, Kloster, reiterated the potential options (NWTC, a VA Clinic, a developer or tearing the facility down) for the potential property with the committee and Executive Hinz.

Juengst questioned if the county had ever evaluated all the county departments to determine if they could be moved into that facility. Warpinski responded that part of the mission of this committee is to look at the future uses of each facility for the departments. Balancing the idea of putting people in this building is also what they want to do but they want to focus on the mission of each department rather than see how many people can fit into a building. This committee actively reviews the needs and had even done some placements of departments in this building, but it is such a large facility and to move certain departments just to take up some space doesn't necessarily make sense.

Supervisor Fleck stated that this study had been done three or four times since he had been elected on the Board. He felt that this discussion comes up around the same time and before decisions are made, an election takes place and new members get appointed to the committee and they have to start all over again.

Juengst questioned if the county had ever looked into using the facility for other units of government or for schools, public, private or charter schools, etc. Lamine felt that when putting together the notice of offering they should contact architect firms, developers, people that have a background in building adaptive reuse. He felt they could certainly contact all the government agencies as well as school districts. The best summary would be that the structure was too big of a building to concentrate any county uses without ending up with a lot of vacant space which was not designed for office space. Lamine stated that one thing they looked into was if there were possibilities of historic tax credits. There are developers out there that are aware of these things. He is hopeful that they will be fortunate enough to find someone with that knowledge and those skills. He noted that any changes to the public institutional use that it is now will have to go through zoning action from the city and there will be a public process to accomplish that. There are a lot of steps for anything to happen but first they needed to come to this committee to ask for

permission to move forward with the request for offers which will eventually go to County Board.

**A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR ANDREWS TO RETURN TO REGULAR ORDER OF BUSINESS. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**A MOTION WAS MADE BY SUPERVISOR ANDREWS AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

6. LONG RANGE PLAN UPDATE:

Warpinski stated what he felt needed to be accomplished was a tour at the former MHC and questioned if they were to sit down and focus on beating out their input on this plan to get it packaged. Lamine responded that there is no solid answer. He felt it had been difficult for continuity with having to deal with elections while working to get things accomplished. Lamine stated another problem was they can't move forward on some things until the committee makes decisions on some of the key areas. It's like a domino effect and it makes things more difficult. He felt that they are close to making a decision on the old MHC which is going to be one of those decisions that will enable them to move forward on other areas. He suggested focusing on energy because they have a grant to get projects done. It's a nice tie into the facility effort and has helped support some of their decisions on some of the properties. He felt as a committee, get through the next couple of months, tour the old MHC, analyze the square footage of all of the departments to consider if they are candidates for a possible move, and maybe it will start forcing decisions.

Dowell stated that it was a major expenditure to renovate the former MHC. He felt they wouldn't really know until they have a plan in place and got an estimate. Krueger felt that there was staff that could give the committee a cost estimate without having to hire someone for a full evaluation.

Krueger added that there is a new Human Services Director and there had been discussions in the past with efficiencies with having caseworkers working out of the schools they report to and that was something to look at as well.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR FLECK TO RECEIVE AND PLACE ON FILE AND MAKE PART OF THE LONG RANGE PLAN. Vote taken. MOTION CARRIED UNANIMOUSLY.**

5. SUCH OTHER MATTERS AS AUTHORIZED BY LAW:

**A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR ANDREWS TO ADJOURN AT 7:20 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,  
Alicia A. Loehlein  
Recording Secretary

1a

**PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN**  
**SUBCOMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Monday, February 8, 2010, at 5:00 p.m. in Room 201 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair-Adam Warpinski, Carole Andrews, Mike Fleck, Jack Krueger, Pat Wetzel

**Excused:**

**Also Present:** Executive Tom Hinz, Supervisor Lund, Bill Dowell, Chuck Lamine

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1. CALL TO ORDER:

The meeting was called to order by Vice-Chair Carole Andrews at 5:00 p.m.

2. APPROVE/MODIFY AGENDA:

**A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR WETZEL TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

3. DISCUSS FORMER MENTAL HEALTH CENTER OPTIONS:

Supervisor Andrews stated that she had received a few suggestions from constituents such as using the former MHC for shelter care. Committee members reiterated the discussions from their last meeting on January 26, 2010, with regards to moving the UW-Extension and Health Department.

Executive Hinz stated the discussion was in future to move the Health Department to the former VFW at 27 S. Pine St. to keep the Health Department downtown. IS Director Bob Heimann informed Mr. Hinz that the location was not too far for fiber optics, etc. The location also had good parking but Hinz noted there would be a considerable investment.

The committee asked Hinz if there were any further updates with regards to the former S&L Auto Dealership building, Hinz responded that there had been discussions. The County currently leases the Denil building for garage use; he explained it was undesirable due to the safety issues, the fact that it is not energy efficient and expensive. The S&L building may be a remote possibility for that purpose. Hinz stated that Highway Director Brian Lamers had explained that by having a garage out in the S&L location the department would be more efficient and be able to put more plows out there. Supervisor Mary Scray suggested putting the S&L building on Public Safety, Andrews added that she would like to see a cost benefit analysis.

Hinz noted that there had been discussions regarding moving the Sheriff's department to the old MHC. It was thought to be a good option until the discovery of the HVAC issues, the excess of leftover space and location issues. A remodel to the MHC would be a considerable amount, costs would be prohibitive. Supervisor Krueger felt these issues applied to anyone who takes ownership. Hinz further added that it had been discussed to use the MHC building for a short term veteran's clinic potentially keeping half of the building and remodeling it. As discussed at the last Facility Master Plan meeting, Hinz stated he had spoken with Disabled American Veterans Treasurer and Past National Commander, Dick Marbes, about using the facility for a veteran's homeless shelter. Another idea would be to convert part of it into a short term stay for veterans and their families while converting another area into novelty shops, maybe a coffee shop and or a library. He stated Federal dollars would need to be used.

Supervisor Fleck suggested using part of the facility for record retention instead of paying A.R.M.S. (Automated Records Management Systems, Inc.) for record storage. Facility



Management Director, Bill Dowell, stated that the County paid A.R.M.S. \$30,000-\$40,000 a year for the retrieving and storing of records. Dowell stated he could get bring back exact numbers.

Supervisor Krueger stated he would like to see departments that are in rented buildings in buildings that are County owned. He suggested using part of the space for an impound area. Krueger stated that there are a lot of things to look at including the cost of utilities that are currently being used. He stated there are issues with what is sitting inside the building and felt it was a critical time because of the concerns with the known gangs close by and it being a vacant building. He would like to further discuss possibly installing motion detector cameras. Hinz responded that they could get estimates and make a decision then to install motion detectors.

With regards to the stuff that is inside the building such as beds, TVs, coffee pots, lockers, expensive kitchen equipment, etc. the committee discussed the possibility of having the items inventoried. Hinz questioned the objective of the committee and suggested giving the used beds to mission outreach programs. Krueger questioned if they are looking to sell the building would it be best to move the items out of the building and suggested fixing up one of the barns until they find a potential for the building. Krueger expressed that he would be against tearing the building down. Dowell responded that the County is currently working with the State to use some of the facility/barns for emergency storage of emergency cots in case of pandemics, etc. Planning Director Chuck Lamine questioned if any of these items have a potential value or would be of any interest to the potential buyer of the building and stated it could all be included in the Request for Offer that will be going before the County Board soon. He stated it would be nice to photograph each item and make a list available to each department head incase any of the items could be utilized for county use. Krueger stated that he would like to look into finding a class from one of the local colleges to overtake inventorying the items inside the building as a project in hopes of saving money and not funding additional staff time, etc. Supervisor Lund suggested getting an estimate of cost for inventory. Hinz suggested looking into having inmates in the work release program take inventory. He felt it could be as simple as giving two people a cart, a laptop and a digital camera. Dowell felt they would need to have skilled huber inmates to handle such a task. Supervisor Andrews felt they would also need someone skilled to oversee the inmates and explained there would need to be a process. Dowell responded that in finding someone to supervise they would just come out better if they hired a company just to do the inventory. Hinz stated that he would contact Captain Jadin at the Jail to see if they have anyone skilled on work release and would talk with NWTC to see if there are any type of classes that could take on this project. A final statement was added to get a cost estimate for inventory, bring forward a concrete plan and send the information to the Administration Committee.

*Supervisor Warpinski arrived at 5:38 p.m.*

Supervisor Andrews referred to the Brown County departmental survey responses related to the Facilities Management Plan and questioned what departments worked with each other. Lamine explained that they had put together a diagram of which department works with other departments and who might have flexibility. If there is additional space they put the numbers to cost. Dowell felt that the real issues were the cost to renovate the facility and thought that other options seem to be more feasible. He considered renovation a major project. He felt the use for veterans home/temporary housing the Federal Government would have to operate. Dowell noted that there were several departments that could be moved there but felt it did not make sense cost wise. Lund questioned if the cost would be significant if they were to renovate for office use vs. medical when factoring in rent, etc. Lund went on to talk about Recovery Act for Bonding and Bill America Bonds.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WETZEL TO HAVE STAFF COME UP WITH ALTERNATIVE TO GET BUILDING INVENTORY IN SOME SORT OF ORDER. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR KRUEGER TO GET COST ESTIMATE FOR MOTION DETECTOR CAMERAS FOR FORMER MHC PROPERTY. Vote taken. MOTION CARRIED UNANIMOUSLY.**

5. SUCH OTHER MATTERS AS AUTHORIZED BY LAW:

**A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR ANDREWS TO ADJOURN AT 6:05 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, February 15, 2010**  
**City Hall**  
**100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**MEMBERS PRESENT:** Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick

**MEMBERS EXCUSED:** Paul Kendle, Rich Aicher

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Rob Strong (arrived during item 4), Robyn Hallet, Matt Schampers, Donella Payne, Chip Law, Matt Roberts, Dave Swanson, Mike Mason (arrived prior to item 7)

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the January 11, 2010, meeting of the Brown County Housing Authority.

A motion was made by M. Welch and seconded by T. Diedrick to approve the minutes from the January 11, 2010, meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

None.

R. Hallet introduced Matt Schampers, Senior Accountant.

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program (December and January)

D. Payne stated that we don't have January reports because of the work being done on year end reports. Next month January and February will be reported.

A. Preliminary Applications

D. Payne stated that there were 98 applications received for the month of December.

B. Housing Assistance Payments

D. Payne stated that the HAP for December was \$1,003,302.00

- C. Housing Assistance Unit Count  
D. Payne stated that unit count for December was 2711.
- D. Housing Quality Standard Inspection Compliance  
M. Roberts stated that the initial pass rating was 50.42% with a reinspection rating of 21.05%. The fail rate is at 28.53%.
- E. Housing Choice Voucher Administrative Costs and HUD 52681B  
C. Law stated that December is the worse month because in the beginning of the year HUD was sending \$120,000.00 and in December HUD sent \$95,000.00. The budget is not a fixed number, but is based off what HUD sends every month. If HUD had sent the full allotment for December, we would have broken even for the year, but because they did not, we are over budget by \$14,000.00. The funds are based on the unit count. He thought that HUD would be sending \$110,000.00 but after HUD did their calculations they only sent \$95,000.00. In December, HUD actually withholds a 25 percentile withholding for future calculations, but we might receive some additional funds. He stated that he does not expect that it would be a lot of money because last year we only received \$3,000.00 additional funds.
- F. SEMAP Monitoring Report  
D. Payne stated that the SEMAP monitoring report is still at 100%.
- G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.  
D. Payne stated that in December there were 100 FSS clients and in January there were still 100. There were 40 escrow accounts in December and in January. There were 4 graduates in December and 1 graduate in January.
- H. Report on the Housing Choice Voucher Home Ownership Option.  
D. Payne stated that the client count was 97 for both December and January.
- I. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.  
D. Payne stated that for the month of December there were 17 investigations opened with 6 of those closed as substantiated and 10 remain open. For January there were 8 investigations opened with 5 being closed as substantiated, 1 closed as unable to substantiate and 2 remain open. The annual report is enclosed for the Authority's review.
- M. Welch asked D. Swanson if he had any observations he would like to pass along.
- D. Swanson responded that it speaks well for our community that Brown County and ICS are far above the rest of the country in this type of activity. Langan Investigations is pleased to be a part of this program that is so greatly recognized.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

3. Discussion and action on Chapter 8 (Housing Quality Standards) of HCV Administrative Plan.

M. Roberts explained that after discussions with HUD, R. Strong, and R. Hallet, the proposal before the Authority is to remove a 7' minimum direction for a room standard. It has been determined that this modified requirement goes beyond the City of Green Bay housing standard and ICS received a letter from R. Hallet requesting that this be removed.

A motion was made by M. Welch and seconded by T. Diedrick to approve the change to Chapter 8 (Housing Quality Standards) of HCV Administrative Plan. Motion carried.

4. Discussion and action on Chapter 3 (Denials) and Chapter 12 (Terminations) of HCV Administrative Plan.

D. Payne stated that in February 2008 there was a request to put into the Administration Plan that if a family owes a sum of money in excess of \$500 to any local, county, state, or federal government agencies, unless they provide proof that the full amount has been repaid within two weeks of notification, ICS could deny or terminate. K. Pamperin was going to obtain in writing from HUD that this was ok but ICS is in receipt of a statement from HUD that according to the regulations, we can't have this policy. Owing money to a court does not fall under the criteria for denial or termination. HUD Headquarters personnel has stated that PHAs can only deny assistance for reasons stated in the regulations and going beyond such parameters is a violation.

T. Diedrick asked what the alternatives would be.

D. Payne stated that in regards to this, there is nothing that can be done per HUD regulations.

R. Hallet stated that discussions were held at length with HUD about what other options we have. One of the options that was discussed is looking at this under suitability for tenancy, which is something that a Housing Authority can screen clients for. Landlords in the general community should also be doing this when they rent to someone. We can't base suitability of tenancy just on money owed to government agencies, however; we would also have to get verification from prior landlords, check utility payments, etc. to make sure that they are a client that would or would not be a responsible renter. That is more than what we have ever done for screening and most Housing Authorities don't do that and we don't have the capacity to add on that intensive of screening.

R. Hallet stated that this issue has been brought to the attention of Mayor Schmitt who is the Chair of the U.S. Conference of Mayors and he shared it with the Secretary of HUD in Washington.

D. Hallet asked if there were many cases where individuals owed more than \$500 to another government agency and were applying for assistance.

D. Payne replied that there were fewer than three dozen.

R. Strong stated that the Authority might want to send a letter to Washington asking that they take a look at the regulations and include this as part of their screening process.

T. Diedrick commented that we might want to copy our legislature on this letter.

D. Hallet stated that is a good idea to send this letter.

A motion was made by T. Diedrick and seconded by M. Welch that the Authority acknowledges that direction has been received from HUD that the previous chapter revisions regarding the ability to reject clients that owed the government more than \$500 is not acceptable and we need to revert back to the prior standards. Also, a letter needs to be submitted to Washington and copy our legislature. Motion carried.

5. Discussion and action on Chapter 15 (HCV Homeownership) of HCV Administrative Plan to add Catholic Charities as an approved homeownership counseling provider for the HCV Homeownership Program.

R. Hallet stated that at the last meeting, the Authority did authorize Catholic Charities as an approved provider for the HCV Homeownership Program. The Administrative Plan needed to be changed to conform to that. Catholic Charities has now been added and Neighborhood Housing Services was also changed to reflect their new name of NeighborWorks® Green Bay.

A motion was made by T. Diedrick and seconded by M. Welch to approve the modifications for Chapter 15 (HCV Homeownership) of HCV Administrative Plan to add Catholic Charities as an approved homeownership counseling provider for the HCV Homeownership Program. Motion carried.

6. Discussion and possible action to approve administering VASH vouchers prior to finalization and approval of changes to Administrative Plan for VASH vouchers.

R. Hallet reminded the Authority that VASH vouchers are Veteran Affairs Supportive Housing vouchers. At a previous meeting the Authority did approve administering these vouchers. D. Payne has been working with the VA and does have some referrals.

D. Payne stated that Melissa from the Veteran Affairs did come up to Green Bay for a meeting and explained she will be the case manager for the clients. The process has been set up with the City of Racine and Veteran Affairs. The only disqualification for applicants of these vouchers is if the individual is on the sex offender registry. Melissa has contacted DonElla and indicated she has three individuals that she has started doing the preliminary paperwork and they have our preliminary applications and she wanted to go ahead and send them to Racine when she had all the paperwork so we could start the process. ICS is currently in the process of working on the Administrative Plan for the VASH vouchers and that will be presented at the next meeting. Since there are such small criteria for this, they would like to be able to go ahead and meet with these veterans and start the paperwork with them.

R. Hallet clarified that Melissa has ICS's preliminary applications but wouldn't they need the preliminary applications from Racine?

D. Payne stated that they need our preliminary applications because the vouchers are ported, not the person. The vouchers are sent here from Racine. It is set up so that our preliminary application and paperwork is done and sent to Racine.

R. Hallet stated that when she participated in the phone conference, her understanding was that the veterans would have to apply in Racine, fill out all of the paperwork in Racine, and then it would be ported up here.

D. Payne stated that initially that was her impression also, but then she found out that was incorrect.

R. Strong stated that another condition for the homeless Veterans to receive these vouchers is that they be receiving social services.

D. Payne replied that is correct and that none of the homeless veterans are referred to the program unless they are working with Melissa as the case manager. One of ICS' Family Self Sufficiency Coordinators is going to be handling all VASH vouchers. There will in turn be one action plan for both programs if they choose to go into the FSS program. Melissa works out of Milwaukee but will be up here often, at least once a week but up to two or three times a week.

M. Welch asked if there is anything that we can screen the homeless veterans for other than the sex registry.

D. Payne responded that we can only check the sex registry or another PHA.

R. Strong stated that he believes that once they are on the program, if they do commit a violent act or do something else that would normally exclude someone from the program, they are held accountable.

R. Strong explained to the Authority that what they are approving today is the authorization to go ahead and continue with the processing of these VASH vouchers prior to us coming back to the Authority with the Administrative Plan changes.

A motion was made M. Welch and seconded by T. Diedrick to approve administering VASH vouchers prior to finalization and approval of changes to Administrative Plan for VASH vouchers. Motion carried.

7. Update from ICS on investigation contract and discussion and possible approval for the Authority to pay a portion of the cost of investigative services.

R. Hallet explained that ICS put out a Request for Proposal (RFP) for investigative services. A couple of different responses were received which were of interest, including the response by Langan Investigations. She stated that she believes that everyone would like to continue working with Langan Investigations but that there were some cost increases with their proposal that need to be looked into and how they would be addressed. From discussions that she and R. Strong have had and looking at what the cost to ICS has been over the past 2 years vs. the increase in costs to remain with Langan Investigations, they would propose that the Housing Authority pay for any costs in excess of \$6,000.00 per month. The \$6,000.00 reflects the average that ICS has been paying to Langan Investigations. If ICS would like to recommend a different number, that would be open for debate.

R. Strong stated that we have been receiving good services from Langan Investigations. We are just making sure that we are receiving the best price for the work we are asking to be performed. There are some differences in the services that would be provided by the two agencies that are being looked at. Langan Investigations works with the Green Bay Police Department, which is the jurisdiction where a bulk of our clients are served and there are some advantages to that. On the other hand, we can understand where ICS is coming from with the costs going up for the investigative portion of the job. We took an average over the last two years, which came to approximately \$72,000.00 per year, which ICS has been paying to Langan Investigations. That is how the \$6,000.00 figure was derived. While we didn't want ICS to have that continual increase, we didn't feel we should be reducing what has already been paid out for Langan Investigations' services.

C. Law stated that another component discussed at the December meeting is that the Authority asked that ICS investigate with the Chief of Police and have some discussion. He did not realize how closely Langan Investigations and the Green Bay Police Department were connected. For a lack of a better way to state it, the two are pretty much married with no divorce coming anytime soon. After these discussions with the Chief, it made ICS understand that this is not just a simple thing to have someone else come in and fill the role that Langan Investigations play. It is more complicated than what was originally thought. There are a couple of things that he did want to clear up and he is glad that Dave



Swanson and Mike Mason are present. There was a question about software that only they have access to that no one else would.

M. Mason stated that they actually access the Green Bay Police Department records themselves. The other software products they utilize are available to anybody who wants to purchase them. They also have a contract with the State to run license plates and one program they use frequently is the social security number check. Langan Investigation has an office at the Green Bay Police Department and are the only ones that would be allowed to do this because of their history with the Green Bay Police Department and the knowledge of the software that they use. Langan Investigations also interacts all the time with the officers of Green Bay. If anyone else would want to do a record check, it would take approximately two weeks to get it.

C. Law stated that this was a learning process for ICS. He also had graphs that showed the ICS administrative funding received by HUD, which went down in 2008 and 2009 and that is why ICS is having trouble with the increases being proposed by Langan. ICS is not saying that Langan Investigations does not add a huge component to what they are trying to accomplish. It is that they can't continue on like this or they may end up having to lay off staff in order to employ Langan Investigations to do their part. Everything that Langan has done is appreciated but at the same time they need to make sure they are getting the best price for the services that are required. One of the graphs that he presented shows that the area of fraud referral with the highest percentage is the unreported household member. The other graph shows the sources of the fraud referrals, with 41% coming from call/write in and then 33% coming from ICS staff.

T. Diedrick stated that it is good to ask for RFPs every few years. The problem is you're not getting the exact same services because of all of the underlying issues. Because of all of the work and time and money that we are putting into this, we need to make sure we are getting the same level and quality of service. That is the bottom line and it doesn't always show up on paper in a bid.

D. Payne stated that by doing the RFP they were able to look at what is really going on and meet with Langan Investigations and understand the services they provide and how they accomplish what they do.

C. Law spoke about the process to get on the program and that the program is very in-depth.

T. Diedrick made a suggestion for a means of awareness, to send out letters every six months to agencies that referrals would be coming from to give them an update where ICS is at and what the approximate wait time would be for people to be accepted into the program.

C. Law stated that is a good suggestion. The more information we can get out to people doing referrals, the community, the leaders in the community, etc. about this program and what it really is will dispel myths that exist.

M. Welch questioned the increases that Langan Investigations is proposing.

C. Law stated that there is a 20% increase in the costs for investigations.

D. Payne stated that originally there was an increased across the board, but after meeting with Langan Investigations, the costs for preliminary applications background checks and pre-investigations will remain the same. The only thing being increased will be the costs for investigations.

R. Strong stated that when there is fraud we do take the individuals to small claims court and fees received from that helps offset the cost of the intern but could be used to offset the costs from Langan Investigations. We have met with the District Attorney's office and they are willing to take these on as criminal cases and we in turn would not incur the costs of running these through small claims court, which save approximately \$200 per case.

D. Hallet questioned what would happen if for example three months of fees charged by Langan Investigations were only \$3,500.00 but then the next month it was over \$6,000.00. Logistically, how is this handled? Would the Authority still pay for the month that went over or would ICS cover that because they have the money based on the fact that their average was determined to be \$6,000.00 per month and for three months they didn't have to pay that amount.

R. Strong stated that we could set a benchmark of \$72,000.00 per year for ICS and then look at it again at 9 months to see where we are. We could word it so ICS is expected to pay \$72,000.00 per year and then the Authority would pay anything above and beyond. If the expenses are less than \$72,000.00 for the year then the Authority would pay nothing.

C. Law stated that should be reviewed annually in January.

A motion was made by M. Welch and seconded by T. Diedrick to approve the Authority to pay a portion of the cost of investigative services, over the yearly amount of \$72,000.00 to be paid by ICS. This would be reviewed yearly to come up with the figures for the next year. Motion carried.

8. Review and approval of Resolution No. 10-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2009.

R. Hallet stated that every year we do SEMAP certification, which is basically our report card on how we are doing. Included in the agenda packet is a description of each indicator, what the Authority's previous rating was, what the expected rating is for this year and the total possible. We expect to remain at 100%.

A motion was made by T. Diedrick and seconded by M. Welch to approve Resolution No. 10-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2009. Motion carried.

9. Discussion and action on responses to Request for Proposals for 150 new construction Project Based Vouchers.

R. Hallet stated this gets back to past discussions on the project with Port Plaza tenants being relocated to other sites through Cardinal Capital. We had to put out a Request for Proposal (RFP) for the developer who would contract with the Housing Authority to do these Project-Based Vouchers. The RFP was published last month and we only received the one response, which was from Cardinal Capital. Included in the agenda packet is the scoring of Cardinal Capital's response to the RFP by R. Strong, N. Aderholdt, and R. Hallet. We would recommend that Cardinal Capital be awarded the 150 new construction Project-Based Vouchers.

A motion was made by T. Diedrick and seconded by M. Welch to award the 150 new construction Project Based Vouchers to Cardinal Capital. Motion carried.

10. Approval of 2009 BCHA Year End Financials.

M. Schampers stated that at this point they are not completed because a couple of questions have come up that we need to address with the auditors. These should be ready for the next meeting.

R. Strong stated that the submission deadline is the end of the month, which we will meet and then report to the Authority next month.

#### INFORMATIONAL:

11. Commissioners' Corner articles from NAHRO.

R. Hallet explained that Commissioners' Corner is a new column in NAHRO's publication dedicated to discussing issues that are of interest to commissioners. She obtained permission from NAHRO to copy these articles for the Authority to read. The articles are very interesting and insightful on what other communities and Board do.

12. HUD Approval of 5 Year/Annual Agency Plan.

R. Hallet stated that initially there were some deficiencies with the Five Year/Annual Plan which were corrected immediately. We have now received communication from HUD that the Five Year/Annual Plan submission has been approved.

#### BILLS:

R. Hallet distributed the bills to the Authority.

A motion was made by M. Welch and seconded by T. Diedrick to approve the bills. Motion carried.

**FINANCIAL REPORT:**

M. Schampers stated that this is not available until we close the fiscal year.

**STAFF REPORT:**

13. Summarized list of BCHA Actions.

R. Hallet stated that there was a recommendation that a list be compiled of all of the actions that the Authority has taken within the past several years, so the intern researched this for the past four years and it is included in the agenda packet.

R. Hallet stated that the only other point of interest is what R. Strong spoke about earlier in the meeting in regards to the District Attorney pursuing criminal charges for fraud cases. We have submitted four cases to the District Attorney to start acting on. There will be a learning curve as the District Attorney gets used to the documentation we have and we learn what documentation he needs for each case.

A motion was made by M. Welch and seconded by T. Diedrick to adjourn the meeting at 4:48 p.m. Motion carried.

:dr



**CITY OF GREEN BAY  
COMMON COUNCIL  
MOTION FORM**

Date of Council Meeting: 2/17/10

Agenda Item \_\_\_\_\_ Page \_\_\_\_\_ No. \_\_\_\_\_

By Alderperson NICHOLSON

Please state clearly the action requested and present this form to the City Clerk after the motion is made:

Review the funding of the Housing  
Authority

*Anthony Nelson* #3

**FOR CITY CLERK USE**

Adopted ☐

Defeated ☐

Other \_\_\_\_\_

**BROWN COUNTY HOUSING AUTHORITY**

## Statement of Revenues, Expenses and Changes in Net Assets

Year Ended December 31, 2009

(With summarized financial information for the year ended December 31, 2008)

	2009	2008
Operating Revenues		
HUD Operating Grants	\$ 13,779,049	\$ 12,323,126
Other Operating Revenues	92,139	343,565
Total Operating Revenues	<u>13,871,188</u>	<u>12,666,691</u>
Operating Expenses		
Administrative	1,528,991	1,462,806
Tenant Services	2,768	126,180
Ordinary Maintenance and Operations	206	-
General Expenses	9,345	16,687
Housing Assistance Payments	12,752,003	13,307,066
Depreciation	5,915	2,961
Total Operating Expenses	<u>14,299,229</u>	<u>14,915,700</u>
Operating Income	(428,040)	(2,249,009)
Nonoperating Revenues (Expenses)		
Interest	10,713	110,060
Change in Net Assets	(417,327)	(2,138,949)
Net Assets at Beginning of Year	5,341,754	7,273,097
Prior Period Adjustments	<u>123,587</u>	<u>207,604</u>
Net Assets at Beginning of Year, as Restated	<u>5,465,341</u>	<u>7,480,701</u>
Net Assets at End of Year	<u>\$ 5,048,013</u>	<u>\$ 5,341,752</u>

**BROWN COUNTY HOUSING AUTHORITY**

## Statement of Net Assets

December 31, 2009

(With summarized financial information as of December 31, 2008)

	2009	2008
<b>Assets</b>		
<b>Current Assets</b>		
Cash	\$ 5,000	\$ 5,000
Investments	4,523,765	3,690,973
Accounts Receivable	139,760	84,972
Prepaid Insurance	2,066	2,826
<b>Total Current Assets</b>	<u>4,670,590</u>	<u>3,783,771</u>
<b>Noncurrent Assets</b>		
Capital Assets, Net	12,403	18,317
Deferred Loans Receivable	1,656,792	1,656,419
<b>Total Noncurrent Assets</b>	<u>1,669,196</u>	<u>1,674,736</u>
<b>Total Assets</b>	<u>6,339,786</u>	<u>5,458,507</u>
<b>Liabilities</b>		
Accounts Payable	5,639	29,410
Accrued Compensated Absences	444	3,296
Other Current Liabilities	100,884	84,048
Prepaid Hud Contributions	1,184,805	-
<b>Total Liabilities</b>	<u>1,291,773</u>	<u>116,755</u>
<b>Net Assets</b>		
Invested in Capital Assets	12,403	18,317
Restricted Net Assets	2,683,337	2,990,530
Unrestricted Net Assets	<u>2,352,273</u>	<u>2,332,905</u>
<b>Total Net Assets</b>	<u>\$ 5,048,013</u>	<u>\$ 5,341,752</u>

## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.4100	DA General – Property Tax	12,500
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.024.016.4100	Victim Wit – Property Tax	12,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.016.4302	Victim Wit – State Grant Rev	12,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.4601.012	DA General – Sales Copy Mac	600
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.5100	DA General – Regular Earnings	3,800
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.5700	DA General – Contracted Services	25,700
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.024.001.5782.100	DA General – Exp Witness	5,400
	<input checked="" type="checkbox"/>	100.024.001.5300.004	DA General – Supplies Postage	1,650
<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Fund Balance Applied		9,350

## Narrative Justification:

2009 The DA's office is over budget in temporary replacement help and contracted services-law intern due to medical leave, a retirement and a vacated position. Professional services is over budget due to greater than anticipated request for transcripts of court hearings, medical record requests, translators, subpoenaed bank records and storage of a vehicle as evidence for trial. Paper Service is over budget due to an increase in motion hearings and jury trials. Telephone service is over budget due to higher than anticipated use of the cellular phone used to assist victims and witness during court proceedings. The additional motion hearing and jury trials equates to coordinating more victims and witnesses for these proceedings.



AUTHORIZATIONS

*John P. Zakorski*  
Signature of Department Head

Department: District Attorney

Date: 2/22/10

*Erin Murray*  
Signature of Executive

Date: 2/23/10

OK  
Squid  
2/23/10

**Brown County  
Facilities Management  
Budget Status Report  
12/31/2009**

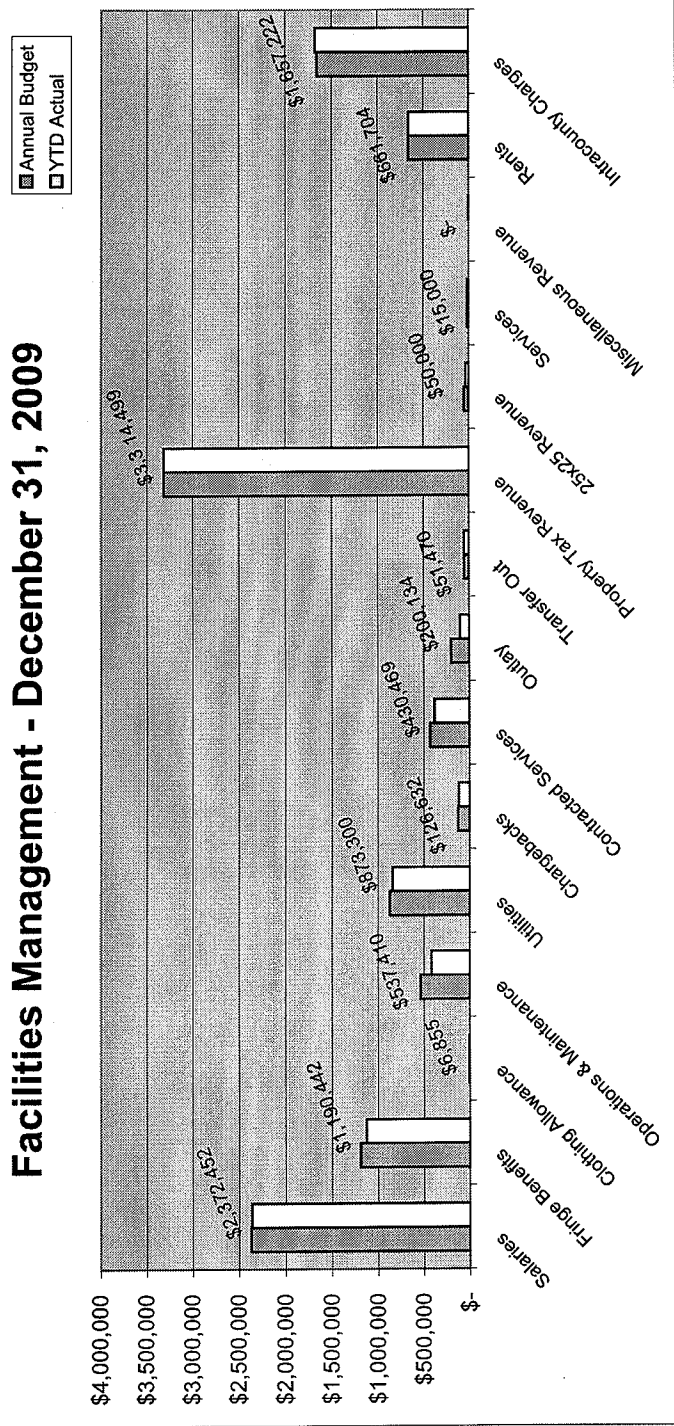
	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 2,372,452	\$ 2,362,218	99.57%
Fringe Benefits	\$ 1,190,442	\$ 1,129,545	94.88%
Clothing Allowance	\$ 6,855	\$ 5,924	86.42%
Operations & Maintenance	\$ 537,410	\$ 416,567	77.51%
Utilities	\$ 873,300	\$ 843,458	96.58%
Chargebacks	\$ 126,632	\$ 119,078	94.03%
Contracted Services	\$ 430,469	\$ 384,963	89.43%
Outlay	\$ 200,134	\$ 100,932	50.43%
Transfer Out	\$ 51,470	\$ 51,000	99.09%
Property Tax Revenue	\$ 3,314,499	\$ 3,314,499	100.00%
25x25 Revenue	\$ 50,000	\$ 35,695	71.39%
Services	\$ 15,000	\$ 15,000	100.00%
Miscellaneous Revenue	\$ -	\$ 2,902	
Rents	\$ 661,704	\$ 660,506	99.82%
Intracounty Charges	\$ 1,657,222	\$ 1,676,330	101.15%
Transfer In	\$ 90,739	\$ 90,739	100.00%

**HIGHLIGHTS: Preliminary results**

Expenses: We are on track to meet our annual budget. Expenses are at 93.5% of annual budget

Revenues: We are on track to meet budget with revenues at 100.1% of annual budget and sufficient to cover expenses.

**Facilities Management - December 31, 2009**



DEPARTMENT OF ADMINISTRATION

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

March 15, 2010

TO: Administration Committee  
Bill Dowell, Facilities Director

FROM: Lynn A. Vanden Langenberg, Director of Administration

SUBJECT: 2010 Bond Resolution

Attached is the 2010 Bond Resolution. This resolution encompasses all capital projects included in the 2010 Adopted Budget (see pages 307 – 309). The resolution includes projects for the Facilities Department as follows:

Project	Bond Amount
Building Systems Upgrade	
Courthouse/Annex roof structure	\$300,000
Fonferek Glen roadway and parking lot	
Courthouse complex wiring	\$200,000
Solar hot water project (\$114,600 from grants)	\$143,200
TOTAL	\$643,200

This resolution requires approval by the County Board. If approved, the Department of Administration will work with the County's Bond Counsel and Financial Advisor to issue the bonds. The schedule is to open bond bids and present the bids at the June 16, 2010 County Board meeting for the borrowing approval.

If you have any specific questions, please feel free to contact my office at 448-4035.

Cc: Tom Hinz, County Executive



April 21, 2010

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTIONS AUTHORIZING THE ISSUANCE OF NOT TO EXCEED  
\$21,265,000 CORPORATE PURPOSE GENERAL OBLIGATION BONDS OF  
BROWN COUNTY, WISCONSIN IN ONE OR MORE SERIES AT ONE OR MORE  
TIMES

Initial Resolution Authorizing  
General Obligation Bonds  
In an Amount Not to Exceed  
\$643,200

*Administration Committee*

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$643,200 for the purpose of paying the cost of building system upgrades, courthouse complex wiring infrastructure upgrades and solar hot water project.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such building system upgrades shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

General Obligation Bonds  
In an Amount Not to Exceed  
\$9,040,000

BE IT RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$9,040,000 for the purpose of paying the cost of highway improvements including CTH "EA" (Cottage Road), CTH "GV", CTH "JJ", CTH "U", CTH "F", CTH "J" (Riverdale Drive), CTH "G" (Dickinson Road), and CTH "S".

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

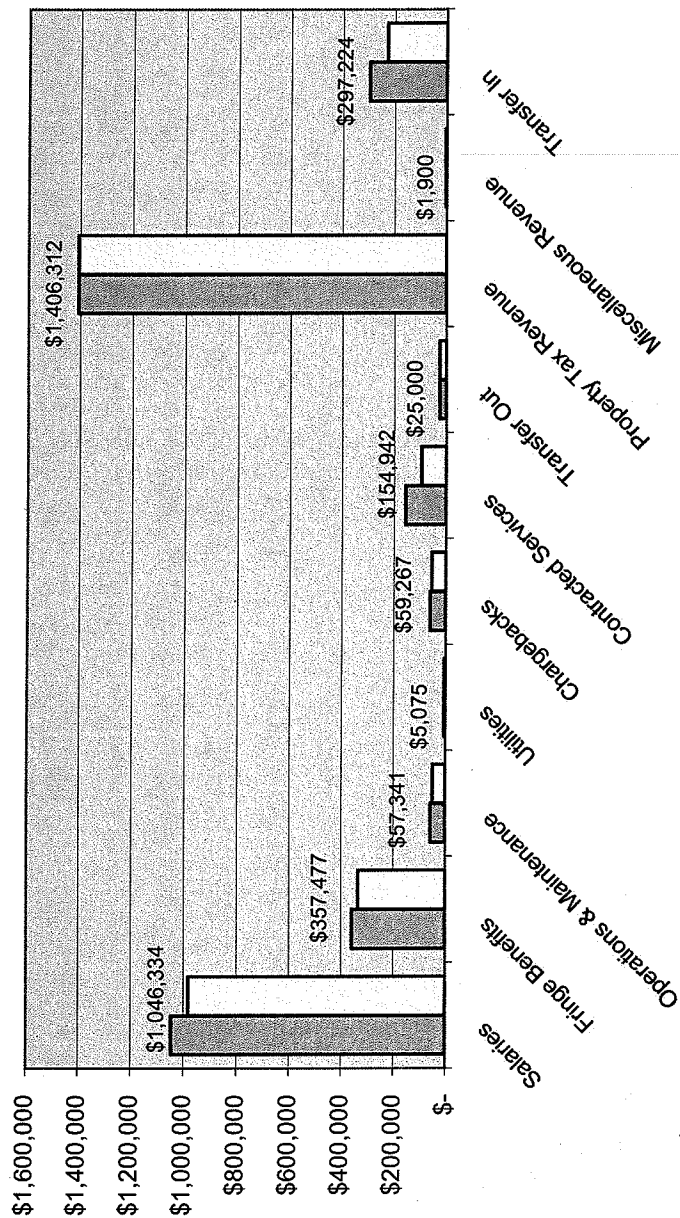
	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,046,334	\$ 981,262	93.78%
Fringe Benefits	\$ 357,477	\$ 334,403	93.55%
Operations & Maintenance	\$ 57,341	\$ 47,865	83.47%
Utilities	\$ 5,075	\$ 4,959	97.71%
Chargebacks	\$ 59,267	\$ 53,303	89.94%
Contracted Services	\$ 154,942	\$ 94,444	60.95%
Transfer Out	\$ 25,000	\$ 25,000	100.00%
Property Tax Revenue	\$ 1,406,312	\$ 1,406,312	100.00%
Miscellaneous Revenue	\$ 1,900	\$ 4,286	225.56%
Transfer In	\$ 297,224	\$ 228,290	76.81%

# HIGHLIGHTS:

Expenses: Salaries and fringe are under budget mainly due to the position of Office Manager which was not filled in 2009. Savings occurred in contracted services due to temporary help expenses for implementation of the new ERP being less than anticipated.

Revenues: Transfer in covers the actual salaries and fringe of 3 LTE staff hired to help with the implementation of the new ERP.

## Administration December 31, 2009



## 2010 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
10-15	2/15/10	Information Services	Reallocation of capital projects budgets that were not completed in 2009 as intended.	5	Approved 2/16/10	Y		
10-16	2/9/10	U.W. Extension	Allocation of various 2009 grant and other contract funds not expended in 2009 to be used in 2010.	5	Approved 2/16/10	Y		
10-17	2/17/10	PALS – LIO	Allocation of \$251,666 LiDAR elevation mapping grant from the U.S. Geological Society.	5	Approved 2/18/10	Y		
10-18	2/17/10	PALS – LIO	Allocation of a \$25,565 aerial orthophotography project grant from the U.S. Geological Society.	5	Approved 2/18/10	Y		
10-19	2/17/10	Child Support	Allocation of \$22,461 in ARRA incentive matching funds for three eligible IV-D function projects.	5	Approved 2/18/10	Y		
10-20	2/17/10	Information Services	Reallocation of \$305,320 in budgeted replacement plan funds to a new account for better tracking purposes.	1	Approved 2/18/10	N	---	J1440 No actual needed
10-21	2/18/10	Facility and Park Mgmt	Transfer of \$75,560 from FPM salaries and fringe to various accounts in order to cover heat and lighting costs at the former MHC.	3b	Approved 2/18/10	Y		
10-22	2/18/10	Child Support	Allocation of \$5,866 in ARRA incentive matching funds to purchase a new color copier.	5	Approved 2/18/10	Y		
10-23	2/15/10	Clerk of Courts	Transfer of 2010 budgeted Guardian Ad Litem revenue from Corporation Counsel to Clerk of Courts. This expense has always been paid out of the Courts budget while revenue was collected in Corp Counsel.	4	Approved 2/23/10	Y		
10-24	2/18/10	NEW Zoo	Allocation of \$800 donation for the Mayan aquarium.	5	Approved 2/23/10	Y		
10-25	2/24/10	Facility and Park Mgmt	Transfer of \$647 from fairgrounds to Pamperin Park outlay budget to cover the overage in purchasing a snowplow.	1	N/A	N	---	J1555 No actual needed
10-26	3/1/10	Sheriff	Transfer of \$12,400 budgeted to house prisoners at other jails in case of over-crowding to purchase map crime area software.	1	N/A	N	---	J1981 No actual needed
10-27	3/8/10	Child Support	Allocation of \$58,088 from the State of Wisconsin for transfer of Circuit Court and IVD cases to the Oneida Tribe of Indians.	5	Approved 3/11/10	Y		
10-28	3/8/10	Public Safety	Allocation of \$230,000 COPS grant into the radio project fund.	5	Approved 3/11/10	Y		
10-29	3/3/10	Library	Allocation of \$16,030 grant from Nicolet Federated Library System to purchase touch screen monitors for staff computers at public service desks.	5	Approved 3/11/10	Y		
10-30	3/8/10	Facility and Park Mgmt	Use of \$7,000 Cross Country Ski special revenue fund balance to purchase sleds, snowmobiles and a trail roller for various park trails.	5	Approved 3/11/10	Y		

Brown County

Financial Statement Results

Property Tax Levy (Over) Under Approved Amount

As of 12/31/2009

## PRELIMINARY

Under = savings

Department	Property Tax				Under	Savings
	2009 Levy	Actual Need	Adjustments	(Over)		
Corporation Counsel	\$ 266,268	\$ 331,089	\$ (75,000)	10,179		Budget adjustment with the Clerk of Courts
Clerk	\$ 399,916	\$ 339,429		60,487		
Administration	\$ 1,406,312	\$ 1,308,660	\$ 64,666	32,986		Carryover request
Facilities	\$ 3,314,499	\$ 2,932,684	\$ 104,319	277,496		Carryover request
Human Resources	\$ 1,643,125	\$ 1,359,921	\$ 52,212	230,992		Carryover request
Treasurer expenses	\$ 655,907	\$ 555,969		99,938		Treasurer's net -\$458,317
Treasurer Investment Income	\$ (4,069,300)	\$ (3,511,045)		(558,255)		
General Government	\$ (13,675,670)	\$ (13,524,292)	\$ (551,393)	400,015		Property tax adjustment for late payments per acct'g rules
Child Support	\$ 436,792	\$ 475,341		(38,549)		
Debt Service	\$ 3,430,900	\$ 2,737,188	\$ 693,712	0		Savings is retained for future years
Debt Service Principal	\$ 7,528,000	\$ 7,503,000	\$ 25,000	0		
Administration	\$ 1,336,749	\$ 507,944	\$ 313,516	\$ 515,289		Library retains property tax levy in total
Library	\$ 6,735,869	\$ 6,565,578	\$ 170,291	0		
Museum	\$ 1,076,857	\$ 1,038,465		38,392		
Parks	\$ 1,412,338	\$ 1,309,791	\$ -	102,547		
Veterans Services	\$ 437,723	\$ 412,682		25,041		
Ed & Rec	\$ 9,662,787	\$ 9,326,516	\$ 170,291	\$ 165,980		
Board of Supervisors	\$ 758,386	\$ 681,314	\$ -	77,072		
Executive	\$ 346,714	\$ 333,701		13,013		
	\$ 1,105,100	\$ 1,015,015	\$ -	\$ 90,085		
Community Programs	\$ 19,575,129	\$ 23,224,603	\$ (2,776,049)	(873,425)		Partially covered with additional revenue; exhausted Comm Prog fund balance
Community Treatment Center	\$ 3,186,247	\$ 3,830,534	\$ (644,287)	0		Depreciation \$118,543; overage \$525,744 funded with CP Fund Balance
Health	\$ 2,107,185	\$ 2,188,971	\$ (81,786)	0		Apply prior year grant income
Aging & Disability	\$ 1,068,354	\$ 1,068,354		0		
Syble Hopp	\$ 3,031,759	\$ 2,353,517	\$ 678,242	0		Applied to negative fund balance
Human Services	\$ 28,968,674	\$ 32,665,979	\$ (2,823,880)	\$ (873,425)		
Land & Water Conservation	\$ 551,099	\$ 527,746		23,353		
Planning, Prop Listing, Zoning	\$ 882,422	\$ 788,496		93,926		
Register of Deeds	\$ (408,024)	\$ (349,932)		(58,092)		Real estate market is still down
UW - Extension	\$ 463,240	\$ 421,019		42,221		
Highway	\$ 714,967	\$ 283,167	\$ 431,800	0		Balance is retained in Highway Department; billings
Highway County Roads & Bridges	\$ 1,588,840	\$ 850,473	\$ 738,367	0		Amount petitioned for bridges is retained in the account
PD&T	\$ 3,792,544	\$ 2,520,969	\$ 1,170,167	\$ 101,408		
Circuit Courts	\$ 2,829,536	\$ 2,837,267		(7,731)		Transfer between Courts and Clerk of Courts
Clerk of Courts	\$ 567,198	\$ 478,165	\$ 75,000	14,033		Budget adjustment with the Clerk of Courts
Public Safety Communications	\$ 5,337,781	\$ 5,278,654		59,127		
Medical Examiner	\$ 322,950	\$ 258,823		64,127		
District Attorney	\$ 1,257,575	\$ 1,266,711		(9,136)		Requested funds from the General Fund for \$9350
Sheriff	\$ 26,944,517	\$ 26,814,988		129,529		
Public Safety	\$ 37,259,557	\$ 36,934,608	\$ 75,000	\$ 249,949		
TOTALS	\$ 82,125,411	\$ 82,971,031	\$ (1,094,906)	\$ 249,286		

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
10-31	3/11/10	Land & Water Conservation	Allocation of \$5,000 from \$20,000 in DNR grant funds to hire an LTE for the Northern Pike Habitat Project during 2010.	5	Approved 3/11/10	Y		
10-32	3/10/10	Human Services	Transfer of \$450 in HIM training funds inadvertently entered into the wrong sub-department.	1	Approved 3/11/10	N	---	J1987 No actual needed



DEPARTMENT OF ADMINISTRATION

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

March 17, 2010

TO: Administration Committee

FROM: Lynn A. Vanden Langenberg, Director of Administration

SUBJECT: March 2010 Director Report

## **Staffing**

The Finance Manager (formerly reporting to Human Services) interviews are scheduled for March 17, 2010. The Purchasing Manager interviews are scheduled for March 23, 2010.

## **Finance & Budget**

2009 Fiscal Year Statements – The preliminary financial statements is attached. The Treasurer Office investment income was \$558,255 less than budget, which is partially offset by operating savings. Register of Deeds budget is over by \$58,092, due to decreased revenue because of the housing market. District Attorney is overspent and a budget adjustment has been submitted requesting a general fund transfer for \$9,350.

Community Programs has maintained their own fund balance. As of 12/31/2008, the balance was \$3,301,793. Based on the preliminary financial statements, between the CTC budget overage and the Community Programs overage, this fund balance is exhausted. The Human Services Executive Director has reported that additional revenue may be recovered, however for the year-end close, the revenue cannot be recognized.

## **Bond Financing**

The schedule for bond financing is as follows:

### **Project Resolution**

March 22, 2010 - P D & T Committee – Highway improvements – \$9,040,000  
March 25, 2010 – Administration Committee – Facility improvements - \$643,200  
April 5, 2010 – Public Safety Committee – Phase II Radio Interoperability - \$10,700,000  
April 5, 2010 – Public Safety Committee – Law Records Management System - \$881,800  
April 12, 2010 – Executive Committee – All projects – Total of \$21, 265,000  
April 20 or 21, 2010 – County Board Meeting – All projects – Total of \$21,265,000

Administration prepares financial data for bond rating with Moody's.  
Administration works with bond counsel and financial advisor on bond bid information.

March 17, 2010

Page 2

Bond Issue

June 16, 2010 – Executive Committee – Bid presentation & recommended award

June 16, 2010 - County Board - Bid presentation & recommended award

The bond bids will be recommended to the Executive and County Board on that date. Funds will be secured approximately 20 days after approval.

Highway financing requires a 30-day period between the project authorizing resolution and the actual financing approval. There are not 30 days between April 20<sup>th</sup> and May 19<sup>th</sup>, nor are there 30 days between May 19<sup>th</sup> and June 16<sup>th</sup>. The resolution allows for necessary expenditures to be made on these projects and still be allowable costs with the bond funding.

If you have any questions, please feel free to contact me at 448-4035.

cc: Tom Hinz, County Executive



## **Director's Report - March 25, 2010**

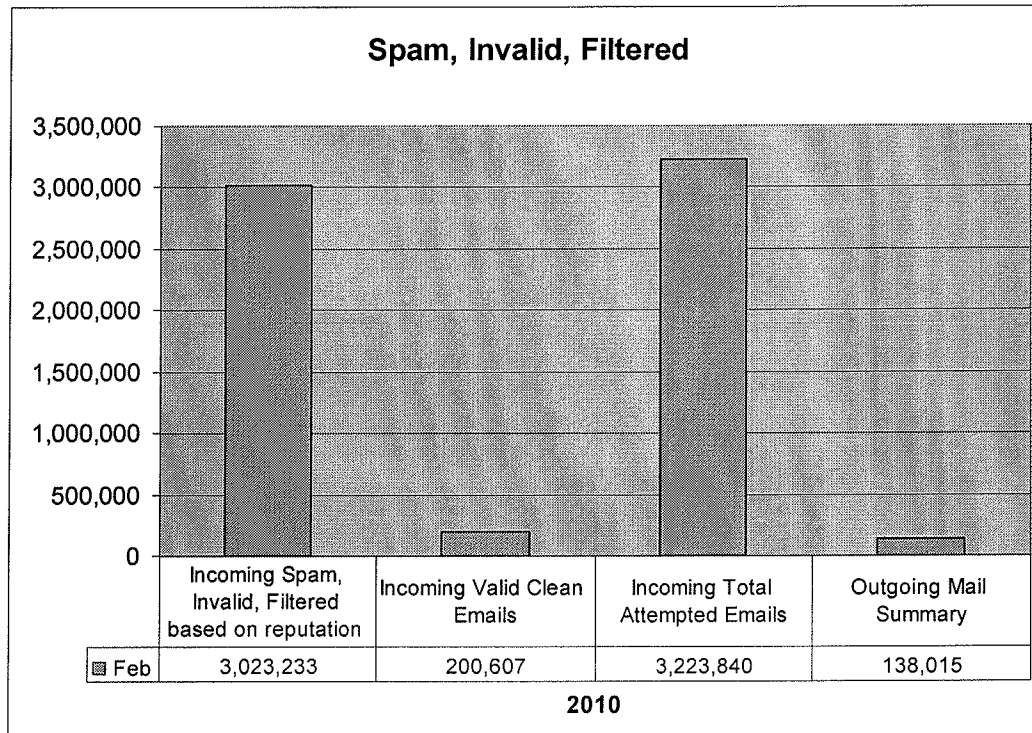
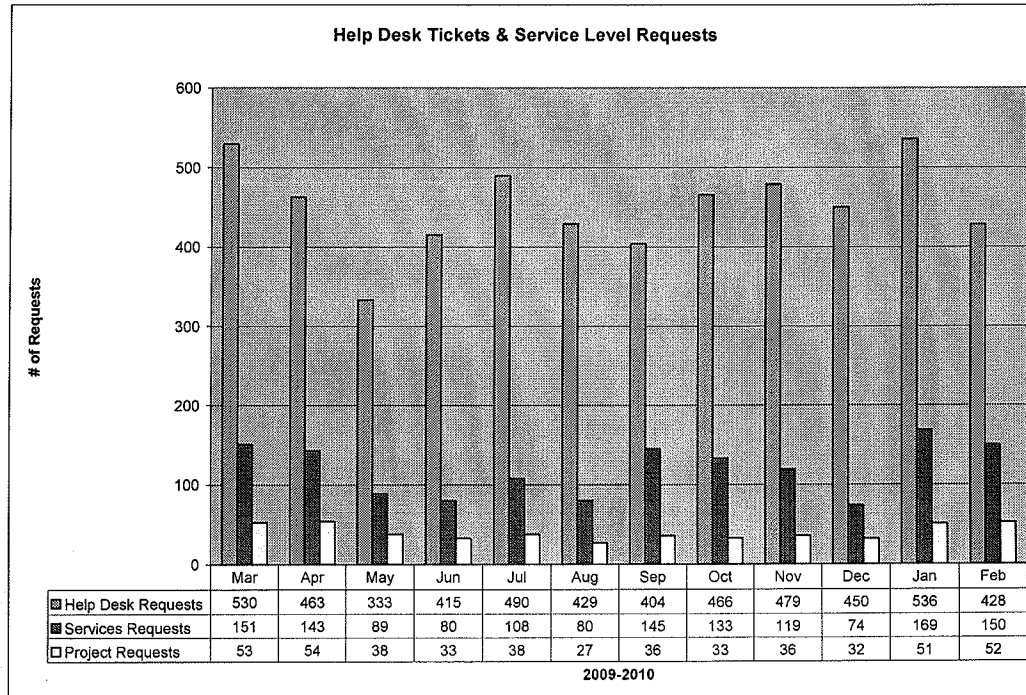
The information provided below highlights some of the activities and opportunities the Information Services Department has recently been encountering.

### **Update on Current Technology Initiatives**

- The new Unified Communications System (a Voice over Internet Protocol (VoIP) phone system) continues as a key 2010 technology initiative. Brown County locations moved to the new system since the last report are: Ashwaubenon Library, Southwest Library, DePere Kress Library, County Board Office, Register of Deeds Office, Planning and Land Services, Veterans Office, Administration Department, Corporation Counsel and County Executive's Office. Cost savings from this new communications system are starting to be recognized. A recent email from Brian Shoup indicated their Economic Support area has witnessed a \$900.00/month savings in their phone costs.
- Software for the new county wide video recorder system for security cameras was installed on the servers Monday February 22, 2010. Two levels of training took place on March 12, 2010 with 14 people signed up for Administrator training and 25 people signed up for end user training. The CTC's 24 cameras will be viewable and recordable if needed under the new software. Retention periods of the recordings are being totally controlled by the Facilities Department as part of normal building security. It is up to Facilities to work with CTC Management to configure the viewing and retention of video streams at the CTC.
- The Information Services Department continues to support the efforts underway for the current phase of the Enterprise Resource Planning (ERP) financial software implementation. Modules for payroll and Human Resources are being worked on in conjunction with the time and attendance software from Kronos.

## Monthly Volume Statistics

- Every month I will provide charts that reflect the volume of valid and invalid email activity on the BC servers and assistance requests being experienced by the IS Department.



### Concerns

- Email is a key productivity tool for many BC employees to perform their daily jobs. With the huge amount of personal information BC has on the computer systems there is a need to initiate the use of a security tool to encrypt email. The exact parameters surrounding these encrypted emails have not been established. The BC IS Dept is researching vendors with the unique skill set to match the technology environment in place at Brown County.
- A project planning meeting was held March 4, 2010 with Brian Shoup, Laurie Rentmeester, Linda Turner, Mary Johnson, Kevin Lunog and Bob Heimann regarding Human Services, project management and IS staff resources for the Human Services Electronic Health Records System. A new timeline was established starting with publishing the RFP on April 5, 2010 and a plan to have the vendor and software package selected by October 5, 2010. An open issue continues to revolve around the lack of a project management team to dedicate into this critical project.

### Staffing

- A staffing shortage continues to hamper the ability of the IS Department to satisfy the technology initiatives within Brown County. In 2009 IS did a trial run of partnering with NWTC and brought in two technology students to work their internship requirement on a "non-paid" basis. The students are required to complete 144 hours of work to satisfy the internship requirement. The two students and Brown County mutually benefitted from this effort. In 2010 we expanded this partnership with NWTC and we have brought on ten students to work their 144 hour internship on a "non-paid" basis. This total student effort amounts to 1,440 hours of student assistance at no cost to Brown County. Generally speaking, IS will have 1-2 students a day helping out over the next 18 weeks. We are entering the second year of this internship initiative with the feeling this is a "Win-Win" relationship for the students and Brown County.

### Projects

- There have been some preliminary discussions surrounding the 2010 BC IS requirement to research and implement some additional security regulations being rolled out by the FBI for selected systems. Government groups are trying to determine exactly what will satisfy the FBI requirement. This is a must do task for the FBI that will be focused within the Law Enforcement area.
- Supervisor Mary Scray, Brian Shoup, Bob Heimann, Jenny Hoffman and Bonnie DeBauche met with representative Howard Erickson from API regarding the identify verification software Veridocs. The open discussion regarding how an identity verification system could benefit the Human Services Department generated a number of questions. API is researching the answers to those questions. Subsequent meetings will need to be held to determine if the costs of identity verification would generate enough rewards to Human Services.

**I would be happy to address any questions regarding this report.**

**No specific action is being requested of the Administration Committee at this time.**

Respectfully submitted,

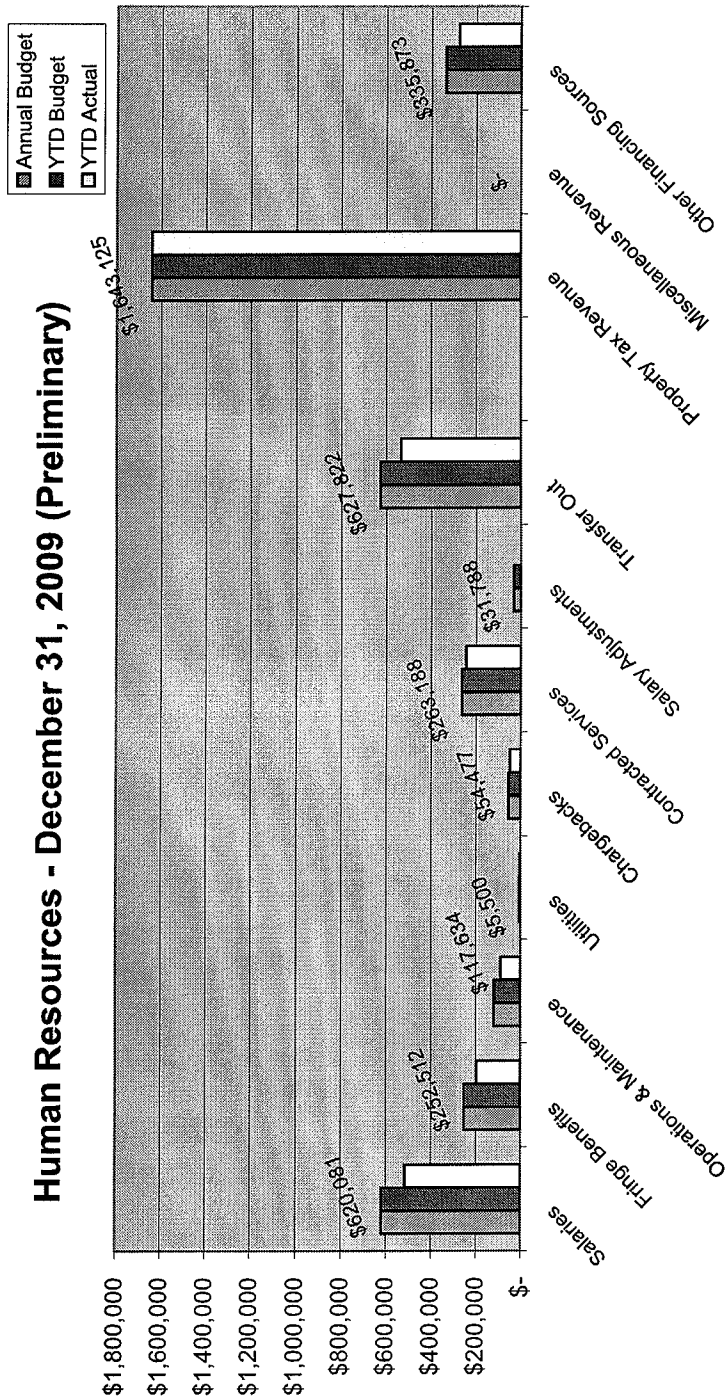
Robert Heimann  
Brown County Information Services Director

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 620,081	\$ 620,081	\$ 515,716
Fringe Benefits	\$ 252,512	\$ 252,512	\$ 196,187
Operations & Maintenance	\$ 117,634	\$ 117,634	\$ 89,152
Utilities	\$ 5,500	\$ 5,500	\$ 4,154
Chargebacks	\$ 54,477	\$ 54,477	\$ 48,746
Contracted Services	\$ 263,188	\$ 263,188	\$ 243,578
Salary Adjustments	\$ 31,788	\$ 31,788	\$ -
Transfer Out	\$ 627,822	\$ 627,822	\$ 534,504
Property Tax Revenue	\$ 1,643,125	\$ 1,643,125	\$ 1,643,125
Miscellaneous Revenue	\$ -	\$ -	\$ 567
Other Financing Sources	\$ 335,873	\$ 335,873	\$ 277,545

# HIGHLIGHTS:

All cost categories are within budget. The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.

## Human Resources - December 31, 2009 (Preliminary)



# HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

HUMAN RESOURCES MANAGER

Date: March 15, 2010  
To: Administration Committee Members  
From: Debbie Klarkowski, Human Resources Manager  
Re: Administration Committee Report

## HUMAN RESOURCES ACTIVITY REPORT FOR FEBRUARY 2010

### Hires:

#### ***Full-Time:***

Clinical Director 1

#### ***Part-Time:***

Food Service Worker I 2  
Library Clerk 1  
Telecommunication Operator 2

#### ***Limited Term/Seasonal/On-Call:***

LPN 1  
Staff RN 1  
Extra Help – Veteran's Office 1

**TOTAL HIRES: 9**

### Separations:

#### ***Full-Time:***

Account Clerk I 1  
ESS II 1  
Laundry Supervisor 1  
Patrol Officer 1  
Purchasing Manager 1  
Social Worker/Supervisor 1

#### ***Part-Time:***

Library Clerk 1  
Food Service Worker I 1

#### ***Limited Term/Seasonal/On-Call:***

Bailiff 1  
Extra Help – District Attorney 1  
Nursing Assistant 1  
Staff RN 1

**TOTAL SEPARATIONS: 12**

### Current Employees:

Regular Employees: 1448 (1357.65 FTE's)

Extra Help: 177 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

**Total Employees: 1625**

## BUDGET ADJUSTMENT REQUEST

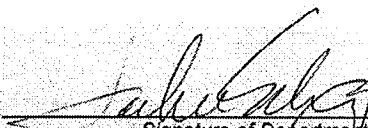
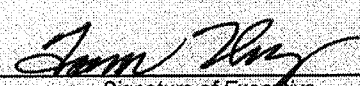
<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.4301.101	Fed grant rev - Stimulus secondary	58,088
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5100	Regular earnings	25,272
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5100	FICA	1,933
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5300.001	Supplies office	275
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5300.004	Supplies postage	2,352
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5304	Printing	490
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5601.300	Intra-county exp - other department	8,266
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5712	Court reporter service	17,500

**Narrative Justification:**

Under terms of American Recovery and Reinvestment Act (ARRA), child support agencies are eligible to receive additional funding as incentive matching for IV-D functions pre-approved by State of Wisconsin. A plan was approved for the costs associated with the transfer of Brown County Circuit Court cases and IVD cases to the Oneida Tribe of Indians (January 1 to September 30, 2010).

**AUTHORIZATIONS**

 Signature of Department Head Department: <u>Child Support Agency</u> Date: <u>3/8/10</u>	 Signature of Executive Date: <u>3/11/10</u>
---	--

②  
 Approved  
 3/9/10



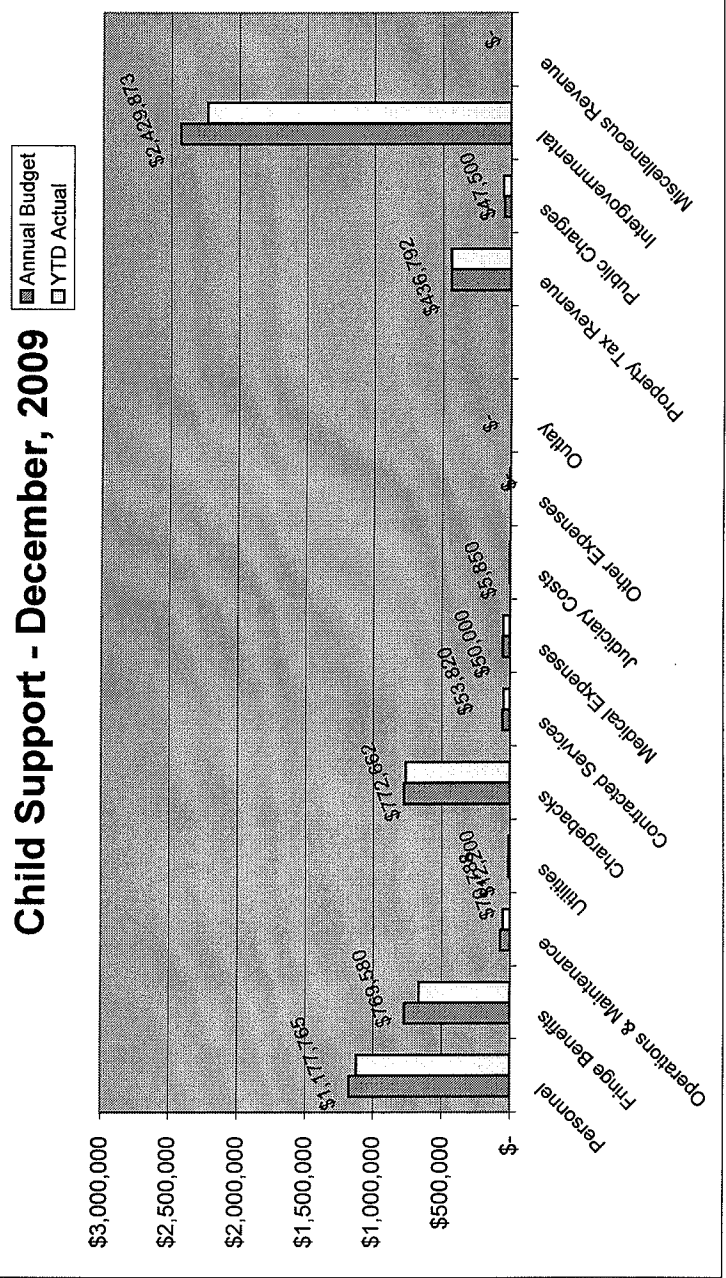
Brown County  
Child Support  
Budget Status Report  
December, 2009

	Annual Budget	YTD Actual
Personnel	\$ 1,177,765	\$ 1,121,666
Fringe Benefits	\$ 769,580	\$ 664,225
Operations & Maintenance	\$ 70,788	\$ 51,595
Utilities	\$ 12,200	\$ 10,111
Chargebacks	\$ 772,662	\$ 759,580
Contracted Services	\$ 53,820	\$ 44,246
Medical Expenses	\$ 50,000	\$ 47,195
Judiciary Costs	\$ 5,850	\$ 3,176
Other Expenses	\$ -	\$ 4,946
Outlay	\$ -	\$ -
Property Tax Revenue	\$ 436,792	\$ 436,792
Public Charges	\$ 47,500	\$ 53,836
Intergovernmental	\$ 2,429,873	\$ 2,232,549
Miscellaneous Revenue	\$ -	\$ -

**HIGHLIGHTS:**

Savings have been realized in most expenditure categories; child support funding is based on federal fiscal year beginning 10/1.

**Child Support - December, 2009**



# PRODUCTION \*Brown Co\* PRODUCTION

## Child Support Agency Dec 2009 Summary Budget Report

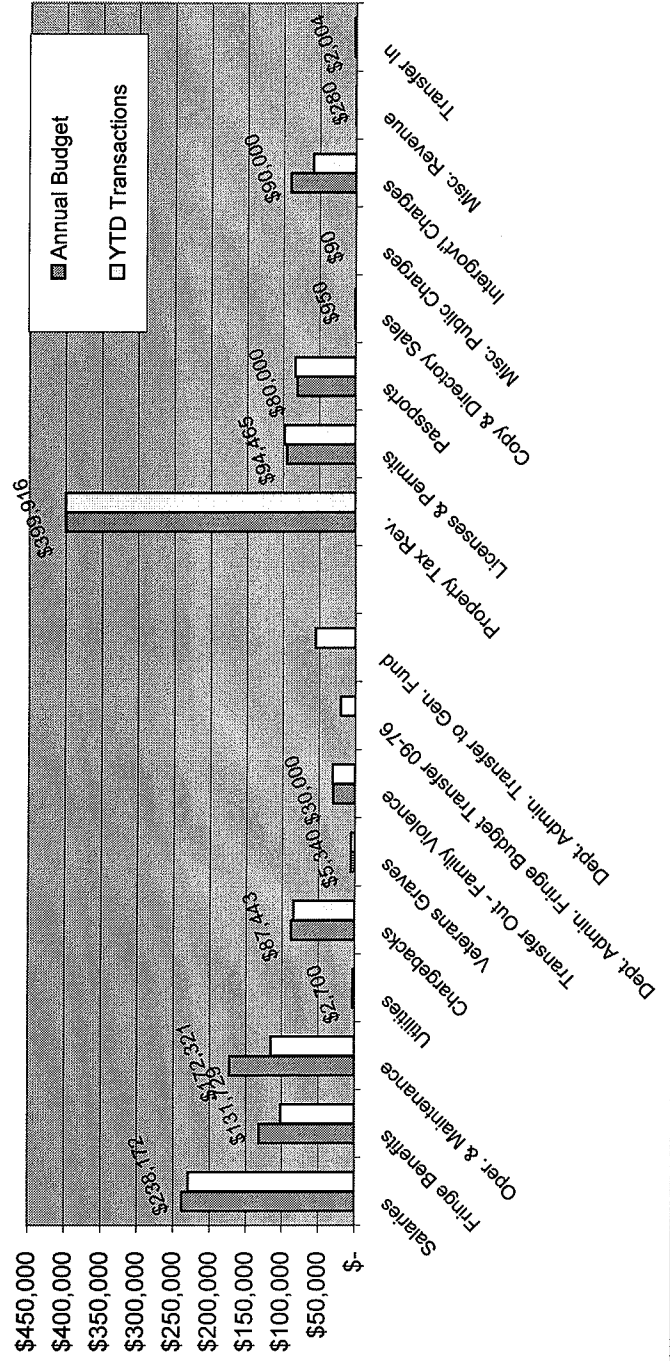
Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	% Used / Rec'd	Prior YTD Total
<b>Fund: 210 - Child Support</b>									
<b>Revenues</b>									
PTX - Property taxes	436,792.00	0.00	436,792.00	36,403.00	0.00	436,792.00	0.00	100%	369,876.00
IGV - Intergovernmental	2,429,873.00	9,146.00	2,439,019.00	152,571.42	0.00	2,227,146.91	211,872.09	91%	2,353,304.20
CSS - Charges for sales and services	47,500.00	0.00	47,500.00	4,204.99	0.00	53,836.59	(6,336.59)	113%	46,590.46
MRV - Miscellaneous revenue	0.00	0.00	0.00	0.00	0.00	16.00	(16.00)	+++	64.00
TRI - Transfer in	0.00	5,403.00	5,403.00	5,403.00	0.00	5,403.00	0.00	100%	3,378.00
Revenue Totals:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$198,582.41	\$0.00	\$2,723,194.50	\$205,519.50	93%	\$2,773,212.66
<b>Expenditures</b>									
PER - Personnel services	1,177,765.00	4,302.00	1,182,067.00	103,585.03	0.00	1,121,666.82	60,400.18	95%	1,093,009.20
FBT - Fringe benefits and taxes	769,580.00	(53,899.00)	715,681.00	61,144.84	0.00	664,225.13	51,455.87	93%	747,698.75
OPM - Operations and maintenance	70,788.00	371.00	71,159.00	4,871.75	0.00	51,595.74	19,563.26	73%	58,457.75
UTL - Utilities	12,200.00	0.00	12,200.00	832.07	0.00	10,111.28	2,088.72	83%	8,909.13
CHG - Chargebacks	772,662.00	0.00	772,662.00	56,936.23	0.00	759,580.68	13,081.32	98%	715,980.86
CON - Contracted services	55,320.00	8,775.00	64,095.00	2,655.74	0.00	44,246.76	19,848.24	69%	54,801.33
MED - Medical expenses	50,000.00	0.00	50,000.00	3,115.00	0.00	47,195.20	2,804.80	94%	39,628.25
JUD - Judiciary Costs	5,850.00	0.00	5,850.00	35.00	0.00	3,176.25	2,673.75	54%	4,510.00
OTH - Other	0.00	0.00	0.00	0.00	0.00	4,946.61	(4,946.61)	+++	0.00
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
TRO - Transfer out	0.00	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00	100%	50,145.39
Expenditure Totals:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$233,175.66	\$0.00	\$2,761,744.47	\$166,969.53	94%	\$2,773,140.66
Revenue Total:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$198,582.41	\$0.00	\$2,723,194.50	\$205,519.50	93%	\$2,773,212.66
Expenditure Total:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$233,175.66	\$0.00	\$2,761,744.47	\$166,969.53	94%	\$2,773,140.66
Fund: 210 Net Total	\$0.00	\$0.00	\$0.00	(\$34,593.25)	\$0.00	(\$38,549.97)	\$38,549.97		\$72.00
<b>Revenue Grand Total:</b>									
Revenue Grand Total:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$198,582.41	\$0.00	\$2,723,194.50	\$205,519.50	93%	\$2,773,212.66
Expenditure Grand Total:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$233,175.66	\$0.00	\$2,761,744.47	\$166,969.53	94%	\$2,773,140.66
Grand Total:	\$0.00	\$0.00	\$0.00	(\$34,593.25)	\$0.00	(\$38,549.97)	\$38,549.97		\$72.00

# Brown County Clerk Budget Status Report

DECEMBER 2009	Annual	YTD	YTD %
PRELIMINARY	Budget	Transactions	Budget
Salaries	\$ 238,172	\$ 228,954	96%
Fringe Benefits	\$ 131,729	\$ 101,411	77%
Oper. & Maintenance	\$ 172,321	\$ 115,351	67%
Utilities	\$ 2,700	\$ 2,397	89%
Chargebacks	\$ 87,443	\$ 84,265	96%
Veterans Graves	\$ 5,340	\$ 5,355	100%
Transfer Out - Family Violence	\$ 30,000	\$ 30,940	103%
Dept. Admin. Fringe Budget Transfer 09-76		\$ 20,000	
Dept. Admin. Transfer to Gen. Fund		\$ 55,146	
Property Tax Rev.	\$ 399,916	\$ 399,916	100%
Licenses & Permits	\$ 94,465	\$ 97,745	103%
Passports	\$ 80,000	\$ 83,237	104%
Copy & Directory Sales	\$ 950	\$ 1,061	112%
Misc. Public Charges	\$ 90	\$ 74	82%
Intergov't Charges	\$ 90,000	\$ 59,042	66%
Misc. Revenue	\$ 280	\$ 542	194%
Transfer In	\$ 2,004	\$ 2,202	110%

## County Clerk - December 31, 2009



### HIGHLIGHTS - Jan.-Dec. of Fiscal Year

**Expenditures:** Through the end of December all expenditure category percentages were at or under the fiscal year to date expenditures percentage (100%) of our budget. The Family Violence Center transfer of funds was greater because we received higher revenue than anticipated. The Department of Administration made 2 expenditures via budget transfers from the County Clerk's Budget to the General Fund in the amount of \$75,146.

**Revenues:** Most revenue category percentages were met with the exception of Intergovernmental Charges and Misc. Public Charges which relate to small elections in 2009. It should be noted that the County Clerk's adjusted Property Tax Revenue is \$324,770 demonstrating that the County Clerk's Office operated efficiently using only 81% of the Adopted Budget levy dollars.

# Budget Performance Report

From Date: 1/1/2009 To Date: 12/31/2009

Account Number Fund: 100 GF	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Revenue</b>									
Department: 019 County Clerk									
Account Classification - Property taxes									
4100 General property taxes	\$399,916.00	\$0.00	\$399,916.00	\$33,319.00	\$0.00	\$399,916.00	\$0.00	100%	\$0.00
Property taxes Totals:	\$399,916.00	\$0.00	\$399,916.00	\$33,319.00	\$0.00	\$399,916.00	\$0.00	100%	\$0.00
Account Classification - Licenses & permits									
4400-194 Permits - Work permit	\$2,500.00	\$0.00	\$2,500.00	\$60.00	\$0.00	\$1,825.00	\$675.00	73%	\$0.00
4400-195 Permits - Alarm permits	\$14,600.00	\$0.00	\$14,600.00	(\$105.00)	\$0.00	\$15,520.00	(\$920.00)	106%	\$0.00
Rollup Account 4400 Permits - Work permit totals:	\$17,100.00	\$0.00	\$17,100.00	(\$45.00)	\$0.00	\$17,345.00	(\$245.00)	101%	\$0.00
4401-191 Licenses - Conservative license fees	\$60.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	0%	\$0.00
4401-192 Licenses - Marriage License	\$77,305.00	\$0.00	\$77,305.00	\$3,980.00	\$0.00	\$77,350.00	(\$45.00)	100%	\$0.00
4401-193 Licenses - Domestic partnership	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$3,050.00	(\$3,050.00)	+++	\$0.00
Rollup Account 4401 Licenses - Conservative license fees totals:	\$77,365.00	\$0.00	\$77,365.00	\$4,130.00	\$0.00	\$80,400.00	(\$3,035.00)	104%	\$0.00
Licenses & permits Totals:	\$94,465.00	\$0.00	\$94,465.00	\$4,085.00	\$0.00	\$97,745.00	(\$3,280.00)	103%	\$0.00
Account Classification - Charges for sales and services									
4600-190 Charges and fees - Passport	\$80,000.00	\$0.00	\$80,000.00	\$12,128.17	\$0.00	\$83,236.74	(\$3,236.74)	104%	\$0.00
4601-012 Sales - Copy machine use	\$250.00	\$0.00	\$250.00	\$171.00	\$0.00	\$384.00	(\$134.00)	154%	\$0.00
4601-196 Sales - Directory	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$677.69	\$22.31	97%	\$0.00
4601-197 Sales - Map	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account 4601 Sales - Copy machine use totals:	\$950.00	\$0.00	\$950.00	\$171.00	\$0.00	\$1,061.69	(\$111.69)	112%	\$0.00
4609 Miscellaneous public charges	\$90.00	\$0.00	\$90.00	\$10.00	\$0.00	\$74.00	\$16.00	82%	\$0.00
Charges for sales and services Totals:	\$81,040.00	\$0.00	\$81,040.00	\$12,309.17	\$0.00	\$84,372.43	(\$3,332.43)	104%	\$0.00
Account Classification - Intergovernmental charges for services									
4700 Intergovt charges	\$90,000.00	\$0.00	\$90,000.00	\$5,081.58	\$0.00	\$59,041.73	\$30,958.27	66%	\$0.00
Intergovernmental charges for services Totals:	\$90,000.00	\$0.00	\$90,000.00	\$5,081.58	\$0.00	\$59,041.73	\$30,958.27	66%	\$0.00
Account Classification - Miscellaneous revenue									
4900 Miscellaneous	\$280.00	\$0.00	\$280.00	\$30.00	\$0.00	\$542.69	(\$262.69)	194%	\$0.00
Miscellaneous revenue Totals:	\$280.00	\$0.00	\$280.00	\$30.00	\$0.00	\$542.69	(\$262.69)	194%	\$0.00

**Budget Performance Report**

From Date: 1/1/2009 To Date:12/31/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Account Classification - Transfer in									
9002 Transfer in	\$2,004.00	\$0.00	\$2,004.00	\$0.00		\$0.00	\$2,004.00	0%	\$0.00
9002-200 Transfer in - HR	\$0.00	\$2,202.00	\$2,202.00	\$2,202.00		\$0.00	\$0.00	100%	\$0.00
Rollup Account 9002 Transfer in totals:	\$2,004.00	\$2,202.00	\$4,206.00	\$2,202.00		\$0.00	\$2,004.00	52%	\$0.00
Transfer in Totals:	\$2,004.00	\$2,202.00	\$4,206.00	\$2,202.00		\$0.00	\$2,004.00	52%	\$0.00
Department: 019 County Clerk totals:	\$667,705.00	\$2,202.00	\$669,907.00	\$57,026.75		\$0.00	\$26,087.15	96%	\$0.00
Revenue Totals	\$667,705.00	\$2,202.00	\$669,907.00	\$57,026.75		\$0.00	\$26,087.15	96%	\$0.00
Expense									

Department: 019 County Clerk

Account Classification - Personnel services

5100 Regular earnings	\$237,164.00	\$0.00	\$237,164.00	\$17,803.37		\$0.00	\$206,657.95	87%	\$0.00
5102 Paid leave earnings	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5102-100 Paid leave earnings - Paid Leave	\$0.00	\$1,753.00	\$1,753.00	\$6,281.56		\$0.00	\$21,059.36	1,201%	\$0.00
5102-200 Paid leave earnings - Personal	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5102-300 Paid leave earnings - Casual	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5102-400 Paid leave earnings - Sick	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5102-500 Paid leave earnings - Holiday	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5102-600 Paid leave earnings - Other (funeral, jury duty, etc)	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5102-999 Paid leave earnings - Accrual	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
Rollup Account 5102 Paid leave earnings totals:	\$0.00	\$1,753.00	\$1,753.00	\$6,281.56		\$0.00	\$21,059.36	1,201%	\$0.00
5103 Premium	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5103-000 Premium - Overtime	\$1,008.00	\$0.00	\$1,008.00	\$84.06		\$0.00	\$1,236.38	123%	\$0.00
5103-100 Premium - Comp time premium	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5103-200 Premium - Shift differential	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5103-300 Premium - Holiday	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
Rollup Account 5103 Premium totals:	\$1,008.00	\$0.00	\$1,008.00	\$84.06		\$0.00	\$1,236.38	123%	\$0.00
5109-100 Salaries reimbursement - Short term disability	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
Personnel services Totals:	\$238,172.00	\$1,753.00	\$239,925.00	\$24,168.99		\$0.00	\$228,953.69	95%	\$0.00
Account Classification - Fringe benefits and taxes									
5110 Fringe benefits	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00

# Budget Performance Report

From Date: 1/1/2009 To Date: 12/31/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
5110-100 Fringe benefits - FICA	\$131,729.00	(\$19,735.00)	\$111,994.00	\$1,796.15		\$16,852.88	\$95,141.12	15%	\$0.00
5110-110 Fringe benefits - Unemployment compensation	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5110-199 Fringe benefits - Back pay fringe	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5110-200 Fringe benefits - Health insurance	\$0.00	\$0.00	\$0.00	\$4,826.03		\$54,633.54	(\$54,633.54)	+++	\$0.00
5110-210 Fringe benefits - Dental Insurance	\$0.00	\$0.00	\$0.00	\$383.08		\$4,069.81	(\$4,069.81)	+++	\$0.00
5110-220 Fringe benefits - Life Insurance	\$0.00	\$0.00	\$0.00	\$23.25		\$670.64	(\$670.64)	+++	\$0.00
5110-230 Fringe benefits - LT disability insurance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5110-235 Fringe benefits - Disability insurance	\$0.00	\$0.00	\$0.00	\$158.20		\$1,877.77	(\$1,877.77)	+++	\$0.00
5110-240 Fringe benefits - Workers compensation insurance	\$0.00	\$0.00	\$0.00	\$11.34		\$136.08	(\$136.08)	+++	\$0.00
5110-300 Fringe benefits - Retirement	\$0.00	\$150.00	\$150.00	\$1,342.23		\$12,706.01	(\$12,556.01)	8,471%	\$0.00
5110-310 Fringe benefits - Retirement credit	\$0.00	\$34.00	\$34.00	\$1,103.61		\$10,464.55	(\$10,430.55)	30,778%	\$0.00
<b>Rollup Account 5110 Fringe benefits totals:</b>	<b>\$131,729.00</b>	<b>(\$19,551.00)</b>	<b>\$112,178.00</b>	<b>\$9,643.89</b>		<b>\$101,411.28</b>	<b>\$10,766.72</b>	<b>90%</b>	<b>\$0.00</b>
<b>Fringe benefits and taxes Totals:</b>	<b>\$131,729.00</b>	<b>(\$19,551.00)</b>	<b>\$112,178.00</b>	<b>\$9,643.89</b>		<b>\$101,411.28</b>	<b>\$10,766.72</b>	<b>90%</b>	<b>\$0.00</b>
<b>Account Classification - Operations and maintenance</b>									
5300 Supplies	\$0.00	\$0.00	\$0.00	\$0.00		\$557.00	(\$557.00)	+++	\$0.00
5300-001 Supplies - Office	\$9,000.00	\$0.00	\$9,000.00	\$476.64		\$4,832.31	\$4,167.69	54%	\$0.00
5300-003 Supplies - Technology	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5300-004 Supplies - Postage	\$15,800.00	\$0.00	\$15,800.00	\$550.40		\$5,589.80	\$10,210.20	35%	\$0.00
<b>Rollup Account 5300 Supplies totals:</b>	<b>\$24,800.00</b>	<b>\$0.00</b>	<b>\$24,800.00</b>	<b>\$1,027.04</b>		<b>\$10,979.11</b>	<b>\$13,820.89</b>	<b>44%</b>	<b>\$0.00</b>
5303 Copy expense	\$2,900.00	\$0.00	\$2,900.00	(\$386.93)		\$2,323.77	\$576.23	80%	\$0.00
5304 Printing	\$3,100.00	\$0.00	\$3,100.00	\$17.50		\$1,470.84	\$1,629.16	47%	\$0.00
5304-100 Printing - Forms	\$50,000.00	\$0.00	\$50,000.00	\$0.00		\$37,314.89	\$12,685.11	75%	\$0.00
<b>Rollup Account 5304 Printing totals:</b>	<b>\$53,100.00</b>	<b>\$0.00</b>	<b>\$53,100.00</b>	<b>\$17.50</b>		<b>\$38,785.73</b>	<b>\$14,314.27</b>	<b>73%</b>	<b>\$0.00</b>
5305 Dues and memberships	\$195.00	\$0.00	\$195.00	\$0.00		\$230.00	(\$35.00)	118%	\$0.00
5306-100 Maintenance agreement - Software	\$12,386.00	\$0.00	\$12,386.00	\$0.00		\$12,789.18	(\$403.18)	103%	\$0.00
5307-100 Repairs and maintenance - Equipment	\$7,747.00	\$0.00	\$7,747.00	\$912.40		\$1,712.40	\$6,034.60	22%	\$0.00
5310 Advertising and public notice	\$66,800.00	\$0.00	\$66,800.00	\$1,294.83		\$44,853.44	\$21,946.56	67%	\$0.00



# PRODUCTION \*Brown Co\* PRODUCTION Budget Performance Report

From Date: 1/1/2009 To Date: 12/31/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
5330 Books, periodicals, subscription	\$793.00	\$0.00	\$793.00	\$29.22		\$867.73	(\$74.73)	109%	\$0.00
5340 Travel and training	\$1,400.00	\$0.00	\$1,400.00	\$57.34		\$1,315.07	\$84.93	94%	\$0.00
5395 Equipment - nonoutlay	\$2,200.00	\$0.00	\$2,200.00	\$0.00		\$1,495.00	\$705.00	68%	\$0.00
Operations and maintenance Totals:	\$172,321.00	\$0.00	\$172,321.00	\$2,951.40		\$115,351.43	\$56,969.57	67%	\$0.00
Account Classification - Utilities									
5505 Telephone	\$2,700.00	\$0.00	\$2,700.00	\$396.62		\$2,396.64	\$303.36	89%	\$0.00
Utilities Totals:	\$2,700.00	\$0.00	\$2,700.00	\$396.62		\$2,396.64	\$303.36	89%	\$0.00
Account Classification - Chargebacks									
5600 Indirect cost	\$55,073.00	\$0.00	\$55,073.00	\$4,624.42		\$55,493.04	(\$420.04)	101%	\$0.00
5601-100 Intra-county expense - Information services	\$31,318.00	\$0.00	\$31,318.00	\$2,917.84		\$27,720.20	\$3,597.80	89%	\$0.00
5601-200 Intra-county expense - Insurance	\$1,052.00	\$0.00	\$1,052.00	\$87.67		\$1,052.04	(\$0.04)	100%	\$0.00
Rollup Account 5601 Intra-county expense - Information services totals:	\$32,370.00	\$0.00	\$32,370.00	\$3,005.51		\$28,772.24	\$3,597.76	89%	\$0.00
Chargebacks Totals:	\$87,443.00	\$0.00	\$87,443.00	\$7,629.93		\$84,265.28	\$3,177.72	96%	\$0.00
Account Classification - Contracted services									
5370 Support Services	\$5,340.00	\$0.00	\$5,340.00	\$0.00		\$5,355.00	(\$15.00)	100%	\$0.00
Contracted services Totals:	\$5,340.00	\$0.00	\$5,340.00	\$0.00		\$5,355.00	(\$15.00)	100%	\$0.00
Account Classification - Transfer out									
9003 Transfer out	\$30,000.00	\$0.00	\$30,000.00	\$3,440.00		\$30,940.00	(\$940.00)	103%	\$0.00
9003-100 Transfer out - General Fund	\$0.00	\$20,000.00	\$20,000.00	\$0.00		\$20,000.00	\$0.00	100%	\$0.00
Rollup Account 9003 Transfer out totals:	\$30,000.00	\$20,000.00	\$50,000.00	\$3,440.00		\$50,940.00	(\$940.00)	102%	\$0.00
Transfer out Totals:	\$30,000.00	\$20,000.00	\$50,000.00	\$3,440.00		\$50,940.00	(\$940.00)	102%	\$0.00
Department: 019 County Clerk totals:	\$667,705.00	\$2,202.00	\$669,907.00	\$48,230.83		\$588,673.32	\$81,233.68	88%	\$0.00
Revenue Totals:	\$667,705.00	\$2,202.00	\$669,907.00	\$57,026.75		\$643,819.85	\$26,087.15	96%	\$0.00
Expenditure Totals:	\$667,705.00	\$2,202.00	\$669,907.00	\$48,230.83		\$588,673.32	\$81,233.68	88%	\$0.00
Fund Totals: GF	\$0.00	\$0.00	\$0.00	\$8,795.92		\$55,146.53	(\$55,146.53)		\$0.00
Fund: 802 Dog License									
Revenue									
Account Classification - Licenses & permits									
4401 Licenses	\$33,504.00	\$0.00	\$33,504.00	\$0.00		\$6,780.05	\$26,723.95	20%	\$0.00
Licenses & permits Totals:	\$33,504.00	\$0.00	\$33,504.00	\$0.00		\$6,780.05	\$26,723.95	20%	\$0.00

# Budget Performance Report

From Date: 1/1/2009 To Date: 12/31/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Revenue Totals	\$33,504.00	\$0.00	\$33,504.00	\$0.00	\$0.00	\$6,780.05	\$26,723.95	20%	\$0.00
Expense									
Account Classification - Operations and maintenance									
5300-004 Supplies - Postage	\$21.00	\$0.00	\$21.00	\$0.00	\$0.00	\$0.00	\$21.00	0%	\$0.00
5310 Advertising and public notice	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5390 Miscellaneous	\$2,479.00	\$0.00	\$2,479.00	\$0.00	\$0.00	\$2,756.52	(\$277.52)	111%	\$0.00
Operations and maintenance Totals:	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,756.52	(\$256.52)	110%	\$0.00
Account Classification - Other									
5885 Payments to districts	\$29,000.00	\$0.00	\$29,000.00	\$0.00	\$0.00	\$0.00	\$29,000.00	0%	\$0.00
Other Totals:	\$29,000.00	\$0.00	\$29,000.00	\$0.00	\$0.00	\$0.00	\$29,000.00	0%	\$0.00
Account Classification - Transfer out									
9003 Transfer out	\$2,004.00	\$0.00	\$2,004.00	\$0.00	\$0.00	\$0.00	\$2,004.00	0%	\$0.00
Transfer out Totals:	\$2,004.00	\$0.00	\$2,004.00	\$0.00	\$0.00	\$0.00	\$2,004.00	0%	\$0.00
Revenue Totals:	\$33,504.00	\$0.00	\$33,504.00	\$0.00	\$0.00	\$6,780.05	\$26,723.95	20%	\$0.00
Expenditure Totals:	\$33,504.00	\$0.00	\$33,504.00	\$0.00	\$0.00	\$2,756.52	\$30,747.48	8%	\$0.00
Fund Totals: Dog License	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,023.53	(\$4,023.53)		\$0.00
Revenue Grand Totals:	\$701,209.00	\$2,202.00	\$703,411.00	\$57,026.75	\$0.00	\$650,599.90	\$52,811.10	92%	\$0.00
Expenditure Grand Totals:	\$701,209.00	\$2,202.00	\$703,411.00	\$48,230.83	\$0.00	\$591,429.84	\$111,981.16	84%	\$0.00
Grand Totals:	\$0.00	\$0.00	\$0.00	\$8,795.92	\$0.00	\$59,170.06	(\$59,170.06)		\$0.00